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RECORD OF PROCEEDINGS

OF THE

BOARD OF TRUSTEES

OF THE

OHIO STATE UNIVERSITY

COLUMBUS

July 1, 1915, to June 30, 1916

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Proceedings of the Board of Trustees The Ohio State University

OFFICE OF THE BOARD OF TRUSTEES THE OHIO STATE UNIVERSITY

COLUMBUS, OHIO, JULY 1, 1915.

The Executive Committee met at the University for the purpose of opening the bids and awarding the contract for the coal supply for the year ending June 30, 1916.

Present: Julius F. Stone, F. E. Pomerene and Guy W. Mallon.

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The bids were opened and found to be as follows:

Hocking Nut, Pea and Slack

The East Hill Coal Company\$1.39 f. o. b. University switch
Victoria Coal Company 1.15 f. o. b. University switch

New River Smokeless—Nut, Pea and Slack

Chesapeake & Ohio Coal & Coke Company\$2.15 f. o. b. University switch
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West Virginia Nut, Pea and Slack

A. Simons & Son\$1.35	f. o. b. University switch
The Elk Coal Company 1.42	f. o. b. University switch
Moreland Coke Company 1.34 $\frac{3}{4}$	f. o. b. University switch
Lorain Coal & Dock Company	.. 1.19	f. o. b. University switch
Halmar Coal Mining Company	.. 1.16	f. o. b. University switch

On motion, it was ordered that an analysis be made and a test be run of the coal bid upon by the Halmar Coal Mining Company, the result of said analysis and test to be reported to the Executive Committee at a future meeting.

* * * * *

Adjourned.

Attest: CARL E. STEEB, *Secretary*.

OFFICE OF THE BOARD OF TRUSTEES
THE OHIO STATE UNIVERSITY

COLUMBUS, OHIO, JULY 29, 1915.

The Executive Committee met at the University.

Present: Julius F. Stone, F. E. Pomerene and Guy
W. Mallon.

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Th. Secretary presented the report of Mr. William C. McCracken on the tests made of the coal furnished by the Lorain Coal & Dock Company and the Halmar Coal Mining Company, together with his recommendation concerning the award of the contract.

After careful consideration of Mr. McCracken's report and of the result of the tests contained in said report, the contract for coal for the year ending June 30, 1916, was awarded to the Lorain Coal & Dock Company at its bid of \$1.19 per ton f. o. b. University switch, in accordance with the recommendation of Mr. McCracken.

On motion, the Secretary was directed to prepare proper contract therefor.

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Adjourned..

Attest: CARL E. STEEB, *Secretary*.

OFFICE OF THE BOARD OF TRUSTEES
THE OHIO STATE UNIVERSITY

CEDAR POINT, OHIO, AUGUST 13, 1915.

The Board of Trustees met at Cedar Point pursuant to the call of the Chairman, to examine the Lake Laboratory and to transact such other business as might be brought to the attention of the Trustees.

Present: Julius F. Stone, Chairman; Benj. F. McCann, O. E. Bradfute, Guy W. Mallon, John F. Cunningham and John Kaiser.

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The President submitted the following items for consideration and action:

1. Upon the recommendation of the President, Harry Wende was granted the degree of Doctor of Veterinary Medicine as of the Class of 1915.

2. Upon the recommendation of the President, Mr. Guy W. Mallon and Professor George W. Knight were appointed to attend the exercises at Vassar College in October, in connection with the celebration of the fiftieth anniversary and the inauguration of Henry Noble MacCracken as President of the College.

3. The President reported a gift of \$300.00 from Professor Edward Orton, Jr., for the purpose of providing a Student or Graduate Assistant in the Department of Military Science for the current year. The gift was accepted and the President was directed to make suitable acknowledgment therefor.

4. Upon the recommendation of the President the appointment of a delegate was authorized to attend the inauguration of Professor F. A. McKenzie as President of Fiske University in October, said delegate to be named at a later date.

5. Upon the recommendation of the President, Joseph Venis and John Vanatta were appointed to fill vacancies in the Department of Roads and Grounds, at a salary of \$660.00 and \$780.00 per year respectively.

6. Upon the recommendation of the President, G. E. Shepherd was appointed Steam Fitter, at a salary of \$1,200.00 per year, effective July 6, 1915.

7. The President submitted a report from Professor John Bow-nocker concerning his leave of absence during the second semester of last year, with the recommendation that it be placed on file.

8. Upon the recommendation of the President, the Four-Year Course in Applied Optics was approved, the fees for this course for the first two years to be the usual fees in the College of Arts; the fees for the third and fourth years to be \$50.00 per semester; the present short course to be completed on the scale of fees as adopted last year. The graduates in this course receiving the degree shall pay the usual diploma fee.

Until further notice the students in Applied Optics shall be relieved from drill and gymnasium on account of unavoidable schedule conflicts.

9. Upon the recommendation of the President, the Board of Trustees approved the Course in Public Health as adopted by the University Faculty, and a Department of Public Health and Sanitation was established with the following staff from the State Board of Health, to serve without salary, namely:

E. F. McCampbell, S.B., Ph.D., M.D.,
Professor of Preventive Medicine,
Head of department.

Robert G. Paterson, A.B., A.M., Ph.D.,
Assistant Professor of Public Health.

Emery R. Hayhurst, A.B., A.M., M.D.,
Assistant Professor of Industrial Hygiene.

William H. Dittoe, Cer. Engr.,
Instructor in Public Health Engineering.

Frank G. Boudreau, M.D., C.M.,
Instructor in Public Health and Sanitation.

10. The rule concerning unpaid bills was rewritten as follows:
"No student will be allowed University credit at the end of any semester when unpaid bills properly attested are filed against him or against any organization of which he is a member."

The Administrative Council was authorized to enforce this regulation.

11. In accordance with the recommendation of the President, Mr. Alfred R. Barrington was authorized to have charge of the glee clubs, baccalaureate rehearsals and service and the Choral Union, with authority to organize a student orchestra, his compensation to be \$500.00 per annum, payable in monthly installments, from the appropriation for Commencement Expense.

This proposal anticipates furnishing all music for Commencement exercises from University sources.

12. Upon the recommendation of the President, authority was given to loan certain apparatus to the New Lyme Institute, Ashtabula County, as requested by said Institute.

13. A duplicate diploma was authorized for Mr. Guy Britton in lieu of the one destroyed.

14. Upon the recommendation of the President, the rent for the months of July and August was remitted to Mr. W. B. Booth, who is retiring from service.

15. Upon the recommendation of the President, the name of Miss Lucy M. Taylor was inserted in the Budget as Assistant to the Registrar, at the salary named in the Budget. Miss Taylor returns after leave of absence.

16. Upon the recommendation of the President, the office of Accountant was abolished, effective August 31, 1915.

17. Upon the recommendation of the President, the office of Comptroller was created, effective September 1, 1915.

18. Upon the recommendation of the President, the following appropriations were made from the unappropriated balance for the Physical Plant:

\$3,000.00 for remodeling State Street Dispensary Building

\$3,000.00 for the macadam roadway from High Street to Lord Hall

\$1,500.00 for the macadam roadway from the Gymnasium to the Athletic Field

19. Upon the recommendation of the President, a stenographer was authorized for the Department of Agricultural Extension and the Entrance Board, her time to be divided equally between the two departments, salary to be \$50.00 per month, half to be paid from Agricultural Extension funds and the other half from the appropriation for the Mailing Room.

20. Upon the recommendation of the President, the following appointments were made in the College of Agriculture:

Paul B. Sears was appointed Instructor in Botany, at a salary of \$1,000.00, as provided in the Budget.

George M. McClure was appointed Instructor in Agricultural Chemistry, at a salary of \$1,000.00, as provided in the Budget, and R. M. Salter was appointed Assistant in Agricultural Chemistry, at a salary of \$800.00, to fill the position originally assigned to Mr. McClure.

G. W. McCuen was appointed Instructor in Agricultural Engineering, at a salary of \$1,200.00 per year, and an additional \$200.00 was appropriated to meet this salary.

E. C. Sleeth was appointed Instructor in Agronomy, at a salary of \$1,000.00, as provided in the Budget.

P. H. Elwood, Jr., was appointed Assistant Professor of Landscape Architecture in the Department of Horticulture, at a salary of \$1,800.00 per year, as provided in the Budget

A. D. Taylor was appointed Non-Resident Professor of Landscape Architecture, with the understanding that his necessary traveling expenses and maintenance while on duty shall be paid by the University and shall not exceed \$500.00 for the year.

21. Upon the recommendation of the President, \$600.000 was appropriated for current expense for the Department of Farm Crops.

22. Upon the recommendation of the President, the following changes were made in the College of Arts, Philosophy and Science:

The title of Samuel J. Schilling was changed from Student Assistant to Graduate Assistant in the Department of Bacteriology.

The following resignations were accepted:

Neil Hutsinpillar, Graduate assistant in English.

John C. Cone, Instructor in English.

H. W. Nordmeyer, Instructor in German.

The following appointments were made:

Louis Foley was appointed Graduate Assistant in English, vice Mr. Hutsinpillar, resigned.

Earl W. Wiley was appointed Instructor in English, vice Mr. Cone, resigned.

Heinrich W. Reese was appointed Instructor in German, vice Mr. Nordmeyer, resigned.

23. Upon the recommendation of the President, the following changes were made in the Department of Agricultural Extension:

The following resignations were accepted:

Miss Hazel Williams, Instructor in Home Economics, effective July 1, 1915.

Earl Chenault, Assistant in Farm Crops, effective July 1, 1915.

F. H. Herzer, Assistant in Farm Crops, effective July 1, 1915.

In order to conform to the uniform arrangement suggested by the U. S. Government, the Budget adopted June 28, 1915, for the Department of Agricultural Extension, was annulled, and the following Budget was adopted to take its place:

AGRICULTURAL EXTENSION SERVICE

BUDGET

1915-1916

	Smith-Lever		State Funds	
	Federal	State	Not Offsetting	Smith-Lever U.S.D.A.
PROJECT NO. 1.—ADMINISTRATION				
FORCE AND EQUIPMENT				
Director, salary			1,000.00	
C. S. Wheeler, salary	150.00	2,100.00		
Assistant in Administration				
Expenses			500.00	
George B. Crane, salary		1,500.00		
Assistant in Extension				
Elizabeth Hopkins, salary		660.00		
Stenographer				
Lora James, salary			660.00	
Stenographer				
Helen Davis, salary	600.00			
Stenographer				
Nora Peck, salary			900.00	
Stenographer				
Clerk—part time, salary	240.00			
Office Supplies				
Postage			1,000.00	
Stationery			500.00	
Educational and Recreational Supplies....			977.00	
General Plant Equipment				
Cuts and Photographs	500.00			
Office Equipment			1,000.00	
Transportation				
Express and Freight			500.00	
Communication			220.00	
PRINTING AND DISTRIBUTION OF PUBLICATIONS				
Printing Bulletins			4,000.00	
Small Printing			1,000.00	
Labor	400.00			
Total for Project No. 1.....	\$1,890.00	\$4,260.00	\$12,257.00	

	Smith-Lever		State Funds Not Offsetting Smith-Lever U.S.D.A.	
	Federal	State		
PROJECT NO 2—COUNTY ADVISERS				
George W. Bush, salary		\$1,000.00		\$2,000.00
Supervisor of County Agents				
Expenses			1,000.00	
Stenographer, salary	600.00			
F. L. Allen, salary	1,400.00			600.00
Expenses			1,000.00	
H. P. Miller, salary	1,200.00			600.00
Expenses			1,000.00	
M. O. Bugby, salary	600.00			600.00
Expenses			1,000.00	
E. A. Brenneman, salary	1,200.00			600.00
Expenses			1,000.00	
M. C. Thomas, salary	600.00			600.00
Expenses			1,000.00	
E. J. Riggs, salary		600.00		600.00
Expenses			1,000.00	
C. E. Bundy, salary		600.00		
Expenses			1,000.00	
Victor Herron, salary		600.00		
Expenses			1,000.00	
D. R. Vanatta, salary		600.00		600.00
Expenses			1,000.00	
D. W. Galehouse, salary		1,200.00		1.00
Expenses			1,000.00	
Eight County Agents to be appointed.....	9,527.00			
Three County Agents to be appointed, \$600 each	1,800.00			
Expenses for County Agents to be ap- pointed			2,460.00	
Total for Project No. 2.....	\$16,927.00	\$4,600.00	\$13,460.00	\$6,201.00
PROJECT NO. 3—SPECIALISTS				
<i>Soils and Crops</i>				
M. A. Bachtell, sal. 8 mos.	\$1,400.00			
Expenses	400.00			
W. E. Hanger, sal. 8 mos.	1,200.00			
Expenses	400.00			
Demonstrator in Soils, sal. 1 mo.			\$200.00	
Expenses	60.00			
Demonstrator in Soils, sal. 2 mos.			400.00	
Expenses	140.00			
<i>Horticulture</i>				
R. B. Cruickshank, sal. 8 mos.			1,400.00	
Expenses	400.00			
<i>Rural Engineering</i>				
Virgil Overholt, sal. 6 mos.			600.00	
Expenses	300.00			
<i>Poultry</i>				
Specialist in Poultry, sal. 9 mos.			1,440.00	
Expenses	450.00			
Total for Project No. 3.....	\$4,750.00		\$4,040.00	

	Smith-Lever		State Funds	
	Federal	State	Not Offsetting Smith-Lever	U.S.D.A.
PROJECT NO. 4.—BOYS' AND GIRLS' CLUB WORK				
C. S. Wheeler, salary				\$1.00
Leader				
Assistant Leader, sal. 6 mos.		\$900.00		
Expenses	\$300.00			
Animal Husbandry				
W. H. Palmer, sal. 8 mos.		1,400.00		
Expenses	400.00			
Demonstrator, sal. 4 mos.	320.00	397.00	\$46.00	
Expenses	200.00			
Transportation Club Boys			1,200.00	
Total for Project No. 4.....	\$1,220.00	\$2,697.00	\$1,246.00	\$1.00
PROJECT NO. 5—MOVABLE SCHOOLS				
H. M. Call, sal. 6 mos.	\$840.00			
Expenses			\$300.00	
M. A. Bachtell, sal. 4 mos.	700.00			
Expenses			160.00	
R. B. Cruickshank, sal. 2 mos.			350.00	
Expenses			80.00	
W. H. Palmer, sal. 4 mos.			700.00	
Expenses			160.00	
W. E. Hanger, sal. 4 mos.	600.00			
Expenses			160.00	
Instructor in Soil Fertility, sal. 4 mos. ...	700.00			
Expenses			160.00	
Instructor in Farm Crops, sal. 1 mo.		\$200.00		
Expenses			40.00	
Virgil Overholt, sal. 4 mos.			400.00	
Expenses			200.00	
Instructor in Poultry, sal. 1 mo.			160.00	
Expenses			50.00	
H. E. Eswine, salary	1,500.00			
Expenses			450.00	
Instructor in Dairying, sal. 4 mos.	800.00			
Expenses			160.00	
Instructor in Animal Husbandry, sal. 2 mos.			400.00	
Expenses			80.00	
Speakers for Farmers' Week and Country Life Week, sal.			500.00	
Expenses			500.00	
Total for Project No. 5.....	\$5,140.00	\$200.00	\$5,010.00	
PROJECT NO. 6—HOME ECONOMICS				
Edna N. White, part sal.		\$500.00		
Supervisor				
Expenses	\$300.00			
Rhoda E. Dick, sal.		1,400.00		
Expenses	500.00			
Treva Kauffman, sal.		1,300.00		
Expenses	400.00			

	Smith-Lever		State Funds	
	Federal	State	Not Offsetting	U.S.D.A.
Mary Betz, sal.		1,200.00		
Expenses	400.00			
Maud Okey, sal.		1,200.00		
Expenses	400.00			
Florence Willison, sal.		\$1,100.00		
Expenses	400.00			
Nan Sharples, sal.		1,100.00		
Expenses	400.00			
Hulda Horst, sal.		1,000.00		
Expenses	400.00			
Mary Graber, sal.		1,000.00		
Expenses	400.00			
Instructor in Home Economics, sal.		1,000.00		
Expenses	400.00			
Instructor in Home Economics, sal.		1,000.00		
Expenses	400.00			
Instructor in Home Economics, sal. 6 mos..		500.00		
Expenses	200.00			
Total for Project No. 6	\$4,600.00	\$12,300.00		

PROJECT NO. 7.—EXTENSION WORK IN DAIRYING

Oscar Erf, part sal.		500.00		
Supervisor Cow Testing				
Field Agent	400.00			1,400.00
Current Expenses		1,000.00		
Total for Project No. 7	\$ 400.00	\$1,500.00		\$1,400.00

PROJECT NO. 8.—DEMONSTRATIONS IN FARM MANAGEMENT

G. N. Dagger, sal.			300.00	1,200.00
Expenses			900.00	
J. I. Falconer, sal. 2 mos.....	360.00			
Expenses			160.00	
H. L. Andrews, sal. 2 mos.	90.00			
Expenses			160.00	
Quincy Main, sal. 2 mos.....	90.00			
Expenses			160.00	
Edwin Spencer, sal. 2 mos.	90.00			
Expenses			160.00	
Total for Project No. 8	\$630.00		\$1,840.00	\$1,200.00

PROJECT NO. 9.—PUBLICATIONS AND CORRESPONDENCE COURSES

J. E. McClintock, sal.		3,000.00		
Supervisor of Publications				
Expenses			100.00	
Assistant in Publications, sal.			500.00	
Luella Searle, sal.			660.00	
Stenographer				

	Smith-Lever		State Funds	
	Federal	State	Not Offsetting Smith-Lever	U.S.D.A.
Instructors, sal.			4,500.00	
Preparing manuscripts for Publications				
Total for Project No. 9			\$8,760.00	
PROJECT NO. 10.—FAIR EXHIBITS.				
R. B. Cruickshank, salary, 2 mos.			350.00	
Expenses			100.00	
Virgil Overholt, salary, 2 mos.			200.00	
Expenses			100.00	
Total for Project No. 10			\$750.00	
Grand Totals	\$35,557.00	\$25,557.00	\$47,363.00	\$8,802.00
All Funds Used for Extension Work		\$117,279.00		

AGRICULTURAL EXTENSION SERVICE

1915-1916

SALARY ROLL

Name.	Total Salary	Smith-Lever		State Funds	
		Federal	State	Not Offsetting Smith-Lever	O.A.E.S. and U.S.D.A.
Director	\$5000.00			\$1000.00	
C. S. Wheeler	2251.00	\$ 150.00	\$2100.00		\$ 1.00
G. B. Crane	1500.00		1500.00		
J. E. McClintock	3000.00			3000.00	
G. W. Bush	3000.00		1000.00		2000.00
M. A. Bachtell	2100.00	2100.00			
R. B. Cruickshank	2100.00			2100.00	
W. H. Palmer	2100.00		1400.00	700.00	
W. E. Hanger	1800.00	1800.00			
H. E. Eswine	1500.00	1500.00			
Instructor in Poultry, 10 mos.	1600.00			1600.00	
Virgil Overholt	1200.00			1200.00	
Traveling Assistant in Extension Schools, 6 mos.	840.00	840.00			
Oscar Erf	500.00		500.00		
Edna N. White	500.00		500.00		
Rhoda E. Dick (10 mos.)	1400.00		1400.00		
Treva Kauffman (10 mos.)	1300.00		1300.00		
Mary Betz (10 mos.)	1200.00		1200.00		
Maud Okey (10 mos.)	1200.00		1200.00		
Florence Willison (10 mos.)	1100.00		1100.00		
Nan Sharples (10 mos.)	1100.00		1100.00		
Hulda Horst (10 mos.)	1000.00		1000.00		
Mary Graber (10 mos.)	1000.00		1000.00		
Instructor in Home Economics (10 mos.)	1000.00		1000.00		

Name.	Total Salary	Smith-Lever		State Funds		O.A.E.S.	
		Federal	State	Not Offsetting Smith-Lever	and U.S.D.A.		
Instructor in Home Economics (10 mos.)	1000.00		1000.00				
Instructor in Home Economics (5 mos.)	500.00		500.00				
F. L. Allen	2000.00	1400.00				600.00	
H. P. Miller	*2500.00	1200.00				600.00	
M. O. Bugby	1800.00	600.00				1200.00	
D. W. Galehouse	1801.00		1200.00			601.00	
M. C. Thomas	1800.00	600.00				1200.00	
E. A. Brenneman	1800.00	1200.00				600.00	
E. J. Riggs	1800.00		600.00			1200.00	
C. E. Bundy	1200.00		600.00			600.00	
Victor Herron	1200.00		600.00			600.00	
D. R. Vanatta	1800.00		600.00			1200.00	
Ivan McKellip	1800.00	400.00				1400.00	
G. N. Dagger	1500.00			300.00		1200.00	
J. I. Falconer (2 mos.)		360.00					
H. L. Andrews (2 mos.)		90.00					
Quincy Main (2 mos.)		90.00					
Edwin Spencer (2 mos.)		90.00					
Instructor in Soil Fertility (4 mos.)		700.00					
Instructor in Farm Crops (1 mo.) ..			200.00				
Instructor in Dairying (4 mos.) ..		800.00					
Instructor in Animal Husbandry (2 mos.)						400.00	
Demonstrator in Soils (1 mo.)						200.00	
Assistant Leader in Club Work (6 mos.)			900.00				
Demonstrator in Animal Husbandry (4 mos.)		320.00	397.00			46.00	
Assistant in Publications (1½ time)						500.00	
Speakers for Farmers' Week and Country Life Week.....						500.00	
Preparing Manuscripts for Publication						4500.00	
County Agents to be appointed.....		11,327.00					
Elizabeth Hopkins	660.00		660.00				
Lora James	660.00					660.00	
Luella Searle	660.00					660.00	
Nora Peck	900.00					900.00	
Helen Davis	600.00	600.00					
Stenographer	600.00	600.00					
Clerk, half time	480.00	240.00					
U. S. D. A.						8802.00	
O. A. E. S.						4200.00	
Totals.....		\$27,007.00	\$24,557.00	\$17,666.00	\$13,002.00		
				17,666.00			
Total State Funds.....			\$42,223.00				

*Receives \$700.00 from County Improvement Association.

STATE APPROPRIATION

1915-1916

EXTENSION SERVICE

A-1 Salaries		Personal Service
Supervisor, C. S. Wheeler		\$2,100.00
Supervisor Publications, J. E. McClintock..		3,000.00
4 Stenographers		2,880.00
Elizabeth Hopkins	\$ 660.00	
Lora James	660.00	
Luella Searle	660.00	
Leonora Peck	900.00	
Instructors, 2 months		4,500.00
Instructors, assistants, county agents and field workers		28,243.00
G. B. Crane	1,500.00	
George Bush, part salary	1,000.00	
E. J. Riggs, part salary	600.00	
C. E. Bundy, part salary	600.00	
Victor Herron, part salary	600.00	
D. R. Vanatta, part salary	600.00	
D. W. Galehouse, part salary	1,200.00	
Assistant Leader Club Work (6 mos.)	900.00	
W. H. Palmer	2,100.00	
Demonstrator in Animal Husbandry (4 mos.)	443.00	
Edna N. White, part salary	500.00	
Rhoda E. Dick	1,400.00	
Treva Kauffman	1,300.00	
Mary Betz	1,200.00	
Maud Okey	1,200.00	
Florence Willison	1,100.00	
Nan Sharples	1,100.00	
Hulda Horst	1,000.00	
Mary Graber	1,000.00	
Instructor H. E.	1,000.00	
Instructor H. E.	1,000.00	
Instructor H. E., 6 mos.	500.00	
O. Erf	500.00	
G. N. Dagger, part salary	300.00	
R. B. Cruickshank	2,100.00	
Virgil Overholt	1,200.00	
Poultry Instructor	1,600.00	
Farm Crops	200.00	
Assistant in Publications	500.00	
	<u>\$28,243.00</u>	
A-3 Unclassified Personal Service		1,500.00
Demonstrator in Soils, 1 mo.	200.00	
Demonstrator in Soils, 2 mos.	400.00	
Instructor in Animal Husbandry, 2 mo.	400.00	
Speakers for Farmers' and Country Life Week	500.00	
Total for Personal Service		<u>\$42,223.00</u>

MAINTENANCE

	Smith-Lever	State Funds	Other
	Federal	Not Offsetting	Smith-Lever Sources
<i>Central Office</i>			
Office Supplies C-4			
Postage		1,000.00	
Stationery		500.00	
Printing Bulletins		4,000.00	
Small Printing		1,000.00	
Educational and Recreational Supplies C-8		977.00	
General Plant Equipment E-9			
Cuts and Photographs	500.00		
Office Equipment E-1.....		1,000.00	
Transportation F-6			
Express and Freight		500.00	
Travel	7,650.00	5,500.00	
Communication		220.00	
Labor	400.00		
Current Expenses			
County Agents		15,000.00	
	<u>\$8,550.00</u>	<u>\$29,697.00</u>	

Funds Appropriated by State under "Extension" for other Purposes

Advanced Registry—Cow Testing

A-1 Clerk Cow Testing		720.00	
Maintenance			
C-4 Office Supplies	100.00		
F-6 Transportation	400.00		
	<u>500.00</u>		

Ohio Biological Survey

C-4 Office Supplies	812.50		
C-8 Educational and Recreational			
Supplies	6.00		
E-1 Office Equipment	15.00		
F-6 Transportation	200.00		
	<u>1,033.50</u>		
		<u>1,533.50</u>	

\$2,253.50

Funds Used for Extension

Personal Service	\$42,223.00
Maintenance	29,697.00
Funds used for other purposes	2,253.50
Total State Appropriation under heading	
"Extension"	\$74,173.50

EXTENSION SERVICE EXPENSES

State Appropriation	\$6,000.00
Transportation	
Project No. 1	
Express and Freight	500.00

	Smith-Lever		State Funds	
	Federal	State	Not Offsetting Smith-Lever	Other Sources
Travel	500.00			
Project No. 4 travel	1,200.00			
Project No. 5 travel	2,500.00			
Project No. 7 travel	1,000.00			
Project No. 9 travel	100.00			
Project No. 10 travel	200.00			
	6,000.00			
Smith-Lever Funds			7,650.00	
Project No. 3	2,150.00			
Project No. 4	900.00			
Project No. 6	4,600.00			
	7,650.00			
Total Transportation			\$13,650.00	
State Appropriation				
Current Expense County Agents.....			\$15,000.00	
Project No. 2, expenses	13,460.00			
Project No. 8, expenses	1,540.00			
	\$15,000.00			

Miss Jessie Whitacre was appointed Instructor in Home Economics, Agricultural Extension Department, at a salary of \$1,000.00 for ten months, beginning September 1, 1915.

Melvin Ryder was appointed Assistant in Publications, to serve half time, at a salary of \$500.00, payable in ten monthly installments, effective September 1, 1915.

Milligan Kilpatrick was appointed Instructor in Poultry Husbandry, at a salary of \$1,600.00 per year, payable in twelve monthly installments, effective October 1, 1915.

The amount of the salary of F. L. Allen, County Agent, was corrected to \$1,400.00.

24. The following changes were made in the College of Engineering:

The resignation of C. R. Parkinson, Assistant in the Department of Chemistry, was accepted.

The following appointments were made:

Edgar C. Bain was appointed Graduate Assistant in Chemistry.

Wilbur C. Gangloff was appointed Graduate Assistant in Chemistry.

Emil Balz was appointed Assistant in Chemistry, vice C. R. Parkinson, resigned.

Miss Charlotte Morningstar was appointed Graduate Assistant in Mathematics, and the President was authorized to make some adjustment or appointment for a second Student or Graduate Assistant in the Department of Mathematics and report the same to the next meeting of the Board.

W. C. Dyer was appointed Assistant in the Department of Electrical Engineering for the first semester.

The following readjustment was made in the Department of Engineering Drawing:

W. D. Turnbull, title changed to Assistant Professor.

E. J. Gilbert, salary increased to \$1,300.00.

C. L. Svensen, salary increased to \$1,200.00.

S. S. Withrow, appointed Assistant, salary \$700.00.

Student Assistant, at a salary of \$100.00.

Charles S. Carroll was appointed Instructor in Civil Engineering for the year, at a salary of \$1,100.00.

The title of R. C. Sloane was changed from Instructor to Assistant Professor of Civil Engineering.

The title of Harold Wright was changed from Mechanician to Assistant in Industrial Arts.

25. In accordance with the recommendation of the President and the nomination of the Robinson Fellowship Committee, Panfilo Trombetta was appointed Robinson Fellow for the academic year 1915-1916, at \$500.00 per year, payable monthly, beginning with September.

26. Upon the recommendation of the President, the purchase of an adding machine and theodolite was authorized for the Department of Mathematics, and the amount necessary for this purchase was appropriated from the unassigned funds for equipment.

27. The following changes were made in the College of Education:

Miss Freda Hallie Spring was appointed Graduate Assistant in History of Education, as provided in the Budget.

Dr. Harry Crane, of the Department of Psychology, was granted leave of absence, without-salary, for the current year, in order to take up some investigational work in Arkansas.

28. Upon the recommendation of the President, the following changes in salary assignment were made in the Summer Session Budget:

To correct an error in the Summer Session Budget, the salary of Professor O. E. Williams was changed from \$250.00 to \$300.00, to be paid from unused appropriation for salaries in the Summer Session.

\$100.00 was assigned to Professor S. W. Brown for services rendered outside of the schedule in connection with the supervision of the Course for Superintendents.

29. In accordance with the recommendation of the President and the Graduate Council, the following persons were appointed to scholarships at \$250.00 each:

Jean Hamilton Alexander

Gustav Adolph Meckstroth

Ariel Amos Benedict

30. Upon the recommendation of the President, Roy C. Wolcott of the Class of 1895, was appointed Professor of Internal Medicine in

the College of Homeopathic Medicine, at a salary of \$2,200.00, as provided in the Budget.

31. Upon the recommendation of the President, the following changes were authorized in the College of Law:

Clarence D. Laylin was appointed Professor of Law, at a salary of \$3,500.00, and \$1,000.00 was appropriated to meet this appointment.

The title of W. B. Cockley was changed from Assistant Professor to Professor of Law.

Francis J. Wright, Dudley W. Maxon and Joseph Thomas were appointed Assistants in the library of the College of Law.

32. Upon the recommendation of the President, the following changes were made in the Library:

The resignation of Justus H. Dice was accepted, effective August 15, 1915.

The following appointments were made:

Roy E. Haber was appointed Stack Attendant in the Library, at a salary of \$50.00 per month, effective September 1, 1915.

George E. Russell was appointed Night Assistant, at a salary of \$30.00 per month, effective September 1, 1915, to fill the position made vacant by the transfer of Mr. Haber to the position of Stack Attendant.

Paul R. Byrne was appointed Reference Assistant, vice Mr. Dice, resigned, at a salary of \$1,200.00, and \$200.00 was appropriated to meet this appointment.

33. Upon the recommendation of the President, the tuition fee in the College of Homeopathic Medicine was fixed at \$37.50 per semester or \$75.00 for the current year, and beginning with September, 1916, when the two-year requirement goes into effect, the fee shall be \$50.00 per semester or \$100.00 per annum. A laboratory deposit of \$25.00 per semester shall be charged all students in Homeopathic Medicine, no part of which shall be returnable.

34. Upon the recommendation of the President, the following changes were made in the College of Pharmacy:

The resignation of Paul C. Slater, Assistant in the Department of Pharmacy, was accepted.

Karl Schmidt was appointed Student Assistant in Pharmacy, vice Mr. Slater, resigned.

35. Upon the recommendation of the President, the following changes were made in the Department of Physical Education:

The resignation of George H. Bartholomew, Instructor in Physical Education, was accepted.

The following appointments were made:

Miss Florence A. Meyer was appointed Assistant Professor of Physical Education, at a salary of \$1,600.00, payable from the appropriation made for salaries in that Department.

Miss Margaret C. Hammett was appointed Assistant in Physical Education, at a salary of \$1,000.00, to be paid from the appropriation made for salaries in that Department.

Allison W. Marsh was appointed Instructor in Physical Education, at a salary of \$1,400.00, to be paid from the appropriation made for salaries in that Department.

The salary of Mrs. Clark Hunter was corrected to \$500.00.

36. Upon the recommendation of the President, the following changes were made in the College of Medicine:

The name of the Department of Chemistry was changed to the Department of Medical Chemistry.

The name of the Department of Physiology was changed to the Department of Medical Physiology.

The tuition fees in the Colleges of Medicine and Dentistry were fixed at \$50.00 per semester or \$100.00 per annum, with a laboratory deposit of \$25.00 per semester, no part of which shall be returnable.

The work in Clinical Microscopy was assigned to Drs. H. M. Brundage and R. L. Barnes, under the direction of Dr. Ernest Scott, each to receive \$150.00 for his services.

Dr. J. C. Edwards was appointed Instructor in Physiology, half time, at a salary of \$900.00, the larger portion of his work to be with the dental students.

Robert A. McDonald was appointed Assistant in Anatomy, at a salary of \$75.00 per month, effective July 1, 1915.

Mrs. M. Alice Hughes was appointed Technical Assistant in the Department of Pathology, at a salary of \$60.00 per month, effective August 1, 1915.

The title of Carl C. Hugger was changed from Technician to Assistant in Pathology and Bacteriology.

An appropriation of \$50.00 was made to the College of Medicine for equipment for the Department of Medicine and Clinical Medicine for the use of Dr. Upham, to be charged against the unappropriated balance for equipment.

* * * * *

The minutes of the Board for the period from March 8, 1915, to June 28, 1915, inclusive, were approved, and the Secretary was directed to have the minutes for the year ended June 30, 1915, printed and bound in the usual manner.

* * * * *

Captain Cope presented the following applications for deeds, and on motion, the Chairman of the Board was directed to execute the same:

Application No. 1424-1034 of George Walradt for 54 acres of land in Survey Nos. 14594-16147, in Ross County.

Application No. 1425-1035 of William Howe for 125½ acres of land in Survey No. 15684, in Adams County.

Application No. 1426-1036 of Mary W. Lee for 115 acres of land in Survey Nos. 13953-13967, in Pike County.

Application No. 1427-1037 of James D. Corwine for 110 acres of land in Survey Nos. 13953-13967, in Pike County.

Application No. 1428-1038 of Rosa Johnston for 51¼ acres of land in Survey Nos. 13953-13967, in Pike County.

Application No. 1429-1039 of Rachel M. Foster for 120 acres of land in Survey Nos. 13953-13967, in Pike County.

Application No. 1430-1040 of Mary A. Barton and Mary T. Tremper for 248 acres of land—156 acres in Survey No. 15730 and 92 acres in Survey Nos. 13292-15730, in Scioto County.

Application No. 1431-1041 of J. W. Graham for 63 acres of land in Survey No. 16144, in Adams County.

Application No. 1432-1042 of V. W. Freeman for 128 acres of land in Survey No. 16206, in Adams County.

* * * * *

The President reported the receipt of a letter from the Auditor of State notifying the University that at a meeting of the Board of Control held August 2, 1915, said Board had authorized the transfer from the appropriations made to the Agricultural Commission in House Bill No. 701, to the Ohio State University, of the following items:

1915-1916

A-2	Supplementary Institute Work.	\$ 2,474.00
	County Farmers' Institute	10,500.00
F-6	4,900.00

* * * * *

The Business Manager presented preliminary plans for the New Shops Building, as prepared by Joseph N. Bradford, University Architect, at an estimated cost of \$120,000.00.

On motion of Mr. Cunningham, said plans were approved and the Architect was directed to proceed with the preparation of the completed plans, specifications and estimates for said building, in accordance with above plans.

On motion of Mr. Kaiser, the location of the New Shops Building was fixed north of the Robinson Laboratory.

* * * * *

The Business Manager presented the preliminary plans for a Small Animal House to be built west of the Veterinary Laboratory, at a cost not to exceed \$3,000.00.

Said plans were approved and the University Architect was directed to prepare completed plans, specifications and estimates for said building.

On motion, \$3,000.00 was appropriated from the unappropriated balance for the Physical Plant for the construction and equipment of the Small Animal Building.

The Business Manager was directed to secure bids and award the contract to the lowest and best bidder.

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On motion of Mr. Bradfute, the organization of the Farmers' Institutes in accordance with appropriations made above, was referred to the President and Secretary with power.

* * * * *

The Executive Committee reported that on July 1, 1915, the following bids had been received for coal for the year ending June 30, 1916:

Hocking Nut, Pea and Slack

The East Hill Coal Company.....	\$1.39	per ton
Victoria Coal Company	1.15	per ton

New River Smokeless—Nut, Pea and Slack

Chesapeake & Ohio Coal & Coke Company....	\$2.15	per ton
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West Virginia Nut, Pea and Slack

A. Simons & Son	\$1.35	per ton
The Elk Coal Company	1.42	per ton
Moreland Coke Company	1.34	per ton
Lorain Coal & Dock Company	1.19	per ton
Halmar Coal Mining Company	1.16	per ton

The Executive Committee reported further that after tests had been made of the coals bid on, it had awarded the contract on July 29, 1915, to the Lorain Coal & Dock Company at its bid of \$1.19 per ton f. o. b. University switch.

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An appropriation of \$250.00 was made for the purchase of a Bending Brake, said appropriation to be credited to account of Betterments of Building Equipment.

* * * * *

On motion, the following resolution was unanimously adopted:

"Resolved, That the Board of Trustees authorize the organization of a College of Commerce and Administration based on two years of college work as represented in the several colleges of the University, and, further, that this resolution be referred to the University Faculty with instructions to take the necessary steps to present during the present year a course of study for approval and adoption."

* * * * *

The following revised Rules and Regulations of the Board of Trustees, as presented by the special committee appointed at the last meeting of the Board, were approved and adopted:

RULES AND REGULATIONS OF THE BOARD OF TRUSTEES

CHAPTER 1

ORGANIZATION AND MEETINGS OF THE BOARD OF TRUSTEES

REGULAR MEETINGS

SECTION 1. There shall be regular meetings of the Board on the first Tuesday after the first Monday each month, except in the month of June, when the meeting will fall on Tuesday of Commencement week.

SPECIAL MEETINGS

SECTION 2. Special meetings of the Trustees may be called at any time by the Chairman or upon the written request of at least four members of the Board.

PLACE AND TIME OF MEETINGS

SECTION 3. Unless otherwise ordered, meetings shall be held at the office of the Board of Trustees at the University, beginning at 9 A. M.

PARLIAMENTARY RULES

SECTION 4. General parliamentary rules, as modified by the rules and regulations of the Board, shall be observed in conducting the business of the Board.

QUORUM

SECTION 5. A majority of the Board shall constitute a quorum to do business; but a majority of all the Board shall be necessary to elect or remove a president or professor.

ORDER OF BUSINESS

SECTION 6. The order of business at all meetings shall be as follows:

- 1—Roll call.
- 2—Approval of minutes of preceding meetings.
- 3—Election of officers.
- 4—Report of the President.
- 5—Report of Committees.
- 6—Communications, Petitions and Memorials.
- 7—Unfinished and miscellaneous business.

CHAPTER II

OFFICERS OF THE BOARD AND THEIR DUTIES

OFFICERS

SECTION 1. The officers of the Board shall consist of a Chairman, Vice-Chairman, Secretary and Business Manager, and Treasurer.

MODE OF ELECTION

SECTION 2. The officers shall be chosen by ballot at the June meeting of the Board. They shall take office at the beginning of the next fiscal year and shall hold their office for one year and until their successors are elected and qualified.

DUTIES OF THE BOARD

SECTION 3. The powers and duties of the Trustees shall be such as are derived from the General Statutes of Ohio.

DUTIES OF THE CHAIRMAN

SECTION 4. The Chairman, when present, shall preside at all meetings of the Board; shall sign the journal of all proceedings of the Board; shall perform such duties as usually pertain to this office and such other duties as may be assigned by the Board and except as otherwise specifically provided by the rules of the Board, he shall be governed in his action by the usual parliamentary procedure. All committees shall be appointed by the Chairman, unless otherwise ordered by the Board.

DUTIES OF THE VICE-CHAIRMAN

SECTION 5. The Vice-Chairman shall, in the absence of the Chairman, assume the duties of the Chairman as outlined in the preceding section.

DUTIES OF THE SECRETARY AND BUSINESS MANAGER

SECTION 6. The Secretary and Business Manager shall be responsible for the business affairs of the University, and in all these matters he shall be responsible to the Board of Trustees through the President of the University.

A—As Secretary he shall be custodian of the books and papers of the Trustees, and of the University seal. He shall in all proper cases authenticate the acts of the Board by affixing said seal, and shall conduct the ordinary correspondence of the Board. He shall attend all meetings of the Board, (except when excused,) and keep a correct journal of the same. He shall attend all meetings of the Committees, (except when excused,) and shall keep a correct record of the proceedings.

B—As Business manager, his duties shall be as prescribed below: He shall be the financial officer of the University. He shall receive all moneys due the University and shall pay the same over to the State Treasurer or to the Treasurer of the University in accordance with the law. He shall maintain such systems of accounting as shall conform to the fiscal policy of the State, as well as the standard form of uniform accounting for colleges and universities as now established in the middle west universities.

C—He shall be responsible for and have general supervision over the officers and employees of the Physical Plant, as shown on the organization chart of the University, which chart is made a part of these rules and regulations. (For duties of officers and employees of the Physical Plant see Chapter 11.)

D—He shall give bond to the State of Ohio for the use of the University in the sum of fifty thousand dollars, and conditioned upon the faithful performance of his duties and for the payment to the State Treasurer and Treasurer of the University of all moneys coming into his hands as such officer; said bond shall be signed by a surety company authorized to do business in the State of Ohio, and the premium thereon shall be paid by the University; said bond shall be filed with the Treasurer of the University.

E—He shall furnish to each member of the Board and to the President of the University reports showing the financial condition of the University.

F—He shall also perform such other duties as may be ordered by the Board of Trustees.

DUTIES OF THE TREASURER

SECTION 7. The Treasurer of the University shall receive such moneys as, in accordance with law, are not to be deposited with the State Treasurer. He shall keep an accurate account of all moneys received and disbursed by him, and, at the end of each fiscal year, he shall submit to the Board a detailed statement of all moneys received and disbursed, and at the close of his term of office he shall

deliver over all moneys, books and other properties then in his possession, to his successor in office.

He shall give bond, payable to the State of Ohio, for the use of the University, in the sum of twenty-five thousand dollars, for the safe keeping of said funds, and for the payment of the same in accordance with the rules of the Board, and for the faithful performance of his duties as Treasurer. Said bond shall be signed by a surety company authorized to do business in the State of Ohio, and the premium thereon shall be paid by the University. Said bond shall be approved by the Attorney General and filed with the Secretary of State.

CHAPTER III

COMMITTEES OF THE BOARD OF TRUSTEES

SECTION 1. There shall be one standing committee of the Board, known as the Executive Committee, which shall consist of three members of the Board, appointed by the Chairman at the July meeting, for one year, and such other committees as the Board may from time to time appoint.

SECTION 2. The Executive Committee shall have general executive authority under direction of the Board, and, in case of emergency, shall exercise the functions of the Board when the latter is not in session, subject to the approval of the Board.

SECTION 3. It shall furnish a full written report of its proceedings to the next meeting of the Board.

CHAPTER IV

THE PRESIDENT OF THE UNIVERSITY

SECTION 1. The President shall be the executive head of the University. It shall be his duty to enforce all rules and regulations of the Board and of the Faculty, and he is hereby clothed with all authority requisite to that end.

SECTION 2. He shall be ex-officio the presiding officer of the University Faculty, and shall be the representative and general executive of the Board of Trustees in all University affairs, except as otherwise directed by the Board.

SECTION 3. All professors shall be responsible to him through their Deans, for the faithful and efficient performance of their duties, and all subordinate instructors shall be responsible to the heads of their several departments and through them to the Dean and President.

SECTION 4—He shall have charge of the assignment of rooms for the use of the several departments of instruction. His approval must be secured for any meetings held in the University Chapel, or in any other room in the University Buildings, other than those instructional meetings for which provision is regularly made in the curriculum or the schedule.

SECTION 5. He may appoint at the opening of each University year, one of the University Faculty as President pro-tempore of the University Faculty, who shall act as President of the Faculty when the latter is absent from the Faculty meetings.

SECTION 6. In case of the absence or disability of a professor or teacher, the President shall provide for his work by a temporary assignment from the existing Faculty, or by the employment of additional help—reporting in writing all such action to the Board or the Executive Committee at its next meeting.

SECTION 7. At least one week before the meeting at which the budget is to be considered by the Trustees, the President shall present to each member of the Board the annual budget, or a summary thereof, for the fiscal year beginning July 1, following. The budget shall be based upon a careful estimate of the available income for the year, to be furnished him by the Business Manager; and the said budget shall leave unappropriated a balance of not less than \$10,000.

SECTION 8. The ordinary method of communication between the faculty, members of the instructional force or other officers of the University, and the Board of Trustees, shall be in writing and shall be presented through the President of the University; provided, however, that this rule shall not be interpreted as in any way limiting the right of communication between the faculty or other officers of the University and the Trustees, or as in any way limiting the manner in which the Trustees may gain information as to the work of the University. All business to be presented to the Trustees shall be in the hands of the President not later than one week prior to the day of the meeting at which such business is to be considered.

SECTION 9. The Deans, members of the Faculty or administrative officers of the University shall submit to the President, official reports on the work in their respective departments or divisions, whenever called upon, so to do, by the President.

CHAPTER V

OTHER OFFICERS—EDUCATIONAL DIVISION

THE DEANS

SECTION 1. The Dean of each college, school or division shall be the executive officer of that college, school or division, and shall be directly responsible to the President of the University.

SECTION 2. The ordinary routine of the business of each college, school or division, shall be through the Dean, but any officer or employee of the University may bring directly to the attention of the President any matter which he deems of such importance as to render this desirable.

SECTION 3. The Deans shall prepare the annual budget for their respective colleges, based upon a careful estimate of resources furnished each Dean by the President, and submit the same to the President for his recommendation to the Board of Trustees.

SECTION 4. The Dean shall be the presiding officer of his College Faculty. In the University Faculty his duties shall be such as are provided for under the University Faculty rules.

SECTION 5. Each Dean shall present to the President an annual report of the condition and progress of his college, school or division.

SECTION 6. At the request of the President, the Deans shall furnish him with official reports on any matters connected with their respective colleges.

SECTION 7. On and after the adoption of these regulations, no one shall be eligible for first appointment in the educational division with rank above that of instructor, who shall bear a relationship by ties of blood or marriage as close as cousin, to any one holding the rank of assistant professor or higher.

THE FACULTY

SECTION 8. The Deans, heads of departments and instructors are elected by the Board of Trustees upon the recommendation of the President.

SECTION 9. The legislative authority to establish rules and regulations for the immediate government of the University and students in all that relates to the order and discipline therein, the times of recitation and other matters relating to the internal policy of the University, is vested in the President and professors constituting the University Faculty.

SECTION 10. The Faculty is further empowered to make such rules and regulations, relating to the Military Department, as may be deemed just and proper; provided, however, that all such rules and regulations do not conflict with any law of the State of Ohio or the United States.

SECTION 11. All rules and regulations made by the Faculty or any Board or Committee appointed by it, shall be subject to the approval of, and may be, from time to time, reviewed, modified or annulled by the Board of Trustees.

SECTION 12. The Faculty is authorized to affix such penalties for the violation of the rules and regulations so established, as the nature of the offense may demand, but its action may be modified or annulled by the Board of Trustees.

SECTION 13. The Faculty shall see that a full and complete record of the proceedings of all its meetings is kept; the records at all times being subject to the inspection of any member of the Board of Trustees.

SECTION 14. Absence of any professor or instructor from ordinary service in the University, for any cause other than sickness, must be with the approval of the President of the University, and, if for longer than ten days, with the approval of the Board of Trustees or the Executive Committee.

SECTION 15. Unless by special action of the Trustees, new requirements for admission to the University, new courses of study, or important changes in the existing courses or requirements, shall not be published, or go into effect, until they have been recommended by

the Faculty of some college of the University, approved by the University Faculty, and adopted by the Board of Trustees. When approved by the University Faculty, the President shall report them to the Board of Trustees with his recommendation thereon, which report shall show the amount of teaching required to carry them into effect.

SECTION 16. The professor in charge of a department shall have general charge of the work of the department, and shall submit all recommendations for elections and appropriations to the Dean of his college, sending, at the same time, a copy thereof to the President of the University.

SECTION 17. Each instructor in any department shall have the right to transmit, through the head of the department to the Dean of his college and to the President, any communication bearing upon the work in which he is personally engaged, and the head of the department shall promptly transmit to the Dean and to the President, any communication so received.

SECTION 18. Although the Board of Trustees is required, under the statutes, to elect the President, members of the Faculty and all employees annually, it is the desire and intention of the Board that they shall be permanent in their positions, subject to continued efficiency in service; but the legal right is reserved to terminate such service at such a time as the Board may deem best for the interest of the University, and all employment must be accepted upon this condition.

SECTION 19. Members of the Faculty desiring leave of absence from the University shall first submit to the President, for his consideration and recommendation to the Trustees, a proposed program of work to be carried on during the term of absence. If such request for leave is granted, a report shall be furnished the President at the termination of the period showing the work actually done.

THE SECRETARY OF THE FACULTY

SECTION 20. The Secretary of the Faculty shall be custodian of the books and papers of the Faculty. He shall attend all meetings of the Faculty, (except when excused,) and keep a correct journal of the same.

SECTION 21. He shall furnish to the President for report to the Board of Trustees for its consideration, all actions and rules of a general nature passed by the Faculty, requiring the approval or action of the Trustees.

THE REGISTRAR

SECTION 22. The Registrar shall have general charge of the registration and records of students and shall perform such other duties as may be assigned from time to time by the President of the University. He shall be directly responsible to the President of the University.

SECTION 23. The Registrar shall prepare and be responsible for the University time schedule and the assignment of rooms, subject to the direction of the President.

THE UNIVERSITY EDITOR

SECTION 24. The University Editor shall have general charge of the publication of University catalogues and bulletins and other similar publications.

THE SECRETARY OF THE ENTRANCE BOARD

SECTION 25. The Secretary of the Entrance Board shall have charge of the entrance of new students into the University.

SECTION 26. He shall have charge of the appointment bureau, and shall have charge of the mailing of catalogues, bulletins and other publications. He shall be responsible to the President of the University.

THE LIBRARIAN

SECTION 27. The Librarian shall be responsible for the proper administration of the University Library and shall report directly to the President. He shall make nominations and recommendations to the president as to appointments and salaries of the Library Staff. He shall present an annual report to the President on the condition and progress of the Library.

SECTION 28. The library shall consist of all books, magazines, papers and pamphlets or maps purchased with University money or acquired by the University, or any of its departments, through appropriations by the Board or by gifts or exchange. All books, magazines, papers, pamphlets, and maps owned by the University and in the possession of various departments shall be recorded and catalogued by the Librarian.

THE LIBRARY COUNCIL

SECTION 29. The Library Council shall be composed of the President, the Deans of the several colleges and of the Graduate School and the Librarian, and shall, in an advisory capacity, direct the policy and administration of the Library.

CHAPTER VI

OTHER OFFICERS—ADMINISTRATIVE DIVISION

THE COMPTROLLER

SECTION 1. The comptroller shall be responsible to the Business Manager. He shall have general charge of all the accounts in the business Manager's office. He shall make regular reports to the Business Manager covering financial affairs of the University. He shall endorse on each requisition received by the Purchasing Department, the classification and account to which such requisition shall be charged. He shall also indicate on each requisition received by the Purchasing Department whether or not funds are available to meet the purchase desired. He shall, at regular intervals, audit the accounts of all commercial or rotary departments. He shall perform such other duties as may be assigned from time to time by the Business Manager.

THE PURCHASING AGENT

SECTION 2. The Purchasing Agent shall make all purchases for supplies and equipment for the Departments of the University at large, subject to the rules adopted by the Board of Trustees. He shall be responsible to the Business Manager.

SECTION 3. In making requisitions the heads of departments shall be specific in description of items desired, and, when necessary, proper sketches and specifications shall accompany the requisitions.

SECTION 4. Before placing an order on a requisition, the Comptroller shall indicate on the requisition the classification and account against which the purchase shall be charged. The Comptroller shall also indicate on each requisition whether or not funds are available. If no funds are available, the Purchasing Agent shall return the requisition to the maker, marked "No funds," and the purchase shall not be made.

SECTION 5. The Purchasing Agent shall secure, if possible, competitive prices on all purchases of equipment, supplies, repairs and improvements of any kind whatsoever, and such competitive prices shall be attached to the proper requisition.

SECTION 6. He shall refer to the Business Manager for approval, all requisitions for supplies, equipment, repairs and improvements exceeding \$10.00 in value. The Business Manager shall approve all requisitions for supplies, equipment, repairs and improvements up to \$200.00 in value. All requisitions exceeding \$200.00 in value shall be approved by the President of the University as well as by the Business Manager.

SECTION 7. He shall promptly acknowledge the receipt of each requisition and shall advise the sender thereof as to the approximate date of delivery of articles requisitioned.

SECTION 8. All orders shall bear the signature of the Business Manager.

SECTION 9. Books for the Library shall be ordered on special library orders. The Librarian shall secure prices and make up the orders in triplicate. He shall retain one copy and shall send two copies to the Business Manager's office; the original shall be signed by the Business Manager and mailed to the firm from whom books are ordered. The duplicate copy shall be retained for checking invoices.

SECTION 10. All invoices for items ordered shall be sent to the Business Manager and by him forwarded to the Receiving Department for checking, after which the invoice shall be promptly returned to the Business Manager's office.

SECTION 11. All complaints on articles delivered shall be properly filed, in writing, with the Purchasing Agent, who shall at once take the matter up with the firm from whom the goods were purchased.

SECTION 12. Heads of departments may secure such supplies as are carried in the stores by making proper requisition on the Storekeeper; all such supplies to be charged against the departmental appropriation.

SECTION 13. The head of any department is permitted to incur expenses and pay for the same in cash, in purchases for his department, to be drawn from his funds to the amount of not to exceed five dollars, for what may be properly called petty cash matters. When the amount reaches approximately five dollars, an itemized account of the same, with attached receipts, shall be given the Business Manager, who may approve and pay the same, but the aggregate of such expenses for any one department shall not exceed the sum of five dollars in any month, and the purchases must be such as cannot reasonably be made in the regular way.

SECTION 14. All purchases for the University shall be made as above set forth. Any purchase made in any other manner shall be invalid, and the Business Manager must refuse to approve for payment bills for such irregular purchase.

THE INVENTORY

SECTION 15—The Business Manager shall keep a complete inventory of all University property. He shall furnish the head of each department with a duplicate of his departmental inventory, which shall be carefully preserved and kept by the departments.

(1) The head of each department is responsible to the Board of Trustees for the preservation and safe-keeping of all equipment coming under his charge, and listed in his departmental inventory.

(2) He shall report to the Business Manager each gift of apparatus or equipment made to his department, with the estimated commercial value, as soon as the same has been received.

(3) He shall report to the Business Manager each piece of apparatus or equipment made in his department, with its estimated commercial value, as soon as the same is completed.

(4) He shall not dispose of or destroy any items contained in the inventory, but shall report all worn out or broken items to the Business Manager.

(5) He shall check each item of his inventory at least once each year with the Inventory Clerk.

(6) The disposition of all property shall be upon order of the Board of Trustees.

CHAPTER VII

STUDENTS

GENERAL RULES

SECTION 1. All term bills, laboratory deposits, and fees required from students must be made previous to, and as a condition of registration. Instructors shall not permit students to enter classes in their respective departments unless notified by the Registrar. Instructors shall not permit students to engage in laboratory work unless first shown a receipt from the Bursar for deposits paid.

SECTION 2. The Trustees request all members of the University Faculty and all instructors and students, who shall be on the campus at the hour set for the weekly convocation exercises, to attend these exercises. No instructor or other officer shall, for any reason, detain students from attendance.

SECTION 3. Any student, when sent for by the President or by any member of the Faculty under whom he is placed, shall respond without delay. Students must at all times and in all places obey the President and members of the Faculty in matters pertaining to good order in the University.

SECTION 4. All incidentals, tuition, laboratory and other fees and deposits to be charged students, shall be determined by the Board, from time to time.

SECTION 5. Fees are not returnable except in case of sickness and for causes entirely beyond the control of the student. No part of the fees shall be returned for voluntary withdrawal of the student or enforced withdrawal thirty days after the registration. Students withdrawing under discipline, forfeit all rights to the return of any part of the fees.

Laboratory fees are not returnable.

SECTION 6. On presentation to the Business Manager of the written consent of the teacher in charge and the Dean, and on payment of an auditor's fee of \$1.00, teachers in the public schools shall be permitted to attend any class or course which is announced to be especially for teachers or those intending to teach; provided, that this rule shall not be construed to exclude from class in the University occasional visitors not holding auditor's tickets.

DEGREES

SECTION 7. Regularly earned degrees shall be conferred by the Board upon the recommendation of the Faculty.

SECTION 8. All diplomas issued to those receiving degrees from the University shall be signed by the Chairman and Secretary of the Board of Trustees and by the President of the University.

CHAPTER VIII

FINANCE

THE BUDGET

SECTION 1. The annual budget as adopted by the Board of Trustees shall govern all transactions involving financial obligations. The budget shall comprise the following classifications, in accordance with the Budget System adopted by the State of Ohio:

Personal Service—

- A—Instructional
- B—Administrative officers and other employees
- C—Labor by the hour
- D—Unclassified

Maintenance—

- A—Current expense
- B—Equipment
- C—Improvements
- D—New Construction

PERSONAL SERVICE

SECTION 2. The salaries for the instructional force shall be paid in ten equal installments; the salaries for the administrative officers and other employees on the regular pay roll shall be paid in twelve monthly installments. The Business Manager shall approve vouchers on the Auditor of State in payment of such installments of salaries as they fall due. The salaries of instructors in the Summer Session shall be paid in two equal installments and the Business Manager shall approve vouchers on the Auditor of State as they fall due. The monthly salary installments shall fall due and become payable on the last day of each month.

SECTION 3. Payment for personal service on the hourly basis and all other unclassified services shall be made when properly approved invoices covering such services are received from the department incurring the obligation. After such vouchers have been properly audited in the office of the Business Manager, the Business Manager shall approve vouchers on the Auditor of State in payment of such services.

MAINTENANCE

SECTION 4. All expenditures for current expenses, equipment, improvements and new construction shall be made from the budget allowances for maintenance. Invoices for all purchases must bear the approval of the Receiving Clerk. All invoices for improvements and new construction must bear the approval of the University Architect or the Superintendent of Buildings and Grounds. After such invoices have been properly audited in the office of the Business Manager, the Business Manager shall approve vouchers on the Auditor of State in payment of such invoices.

ENDOWMENTS, ROTARY FUNDS AND GIFTS

SECTION 5. Expenditures from endowment funds, and receipts from rotary funds and gifts for specific purposes shall be made in like manner as outlined in Section 4.

CHAPTER IX

CIVIL SERVICE

SECTION 1. All requests for personal service coming under the terms of the State Civil Service law shall be filed with the President. After such request has been approved by the President, the Business Manager shall make formal application to the Civil Service Commission for certification for the kind of service requested.

SECTION 2. The Business Manager shall be the appointing officer of the University in all positions covered by the State Civil Service.

SECTION 3. The certification blank, when received by the Business Manager, shall be forwarded to the person making original request, for the purpose of interviewing or examining persons certified.

SECTION 4. When a selection has been made, the Business Manager shall sign the formal notice of appointment blank, as the appointing officer of the University, and send the same on to the Civil Service Commission.

SECTION 5. The Business Manager shall prepare and keep in his office such records as will give a complete history of the operation of the Civil Service laws in the University.

CHAPTER X

MISCELLANEOUS

SECTION 1. The Secretary and Business Manager and the Treasurer of the Board shall each be entitled to receive such annual compensation as may be determined by the Board.

SECTION 2. The Trustees shall not receive any compensation for their services, but they shall be paid their reasonable and necessary expenses while engaged in the discharge of their official duties.

SECTION 3. All recommendations, communications and reports to the Board by any one, must be presented in writing, through the President of the University, and must be addressed to the Chairman of the Board of Trustees, except as hereinbefore otherwise provided.

SECTION 4. The Dean of the College of Veterinary Medicine is directed to supervise the sanitary conditions and the health of the live stock belonging to the University, and to report to the President in regard to the same at such time as he may direct; provided, that such report shall be made at least once annually; this shall be interpreted to refer to the prevention of diseases, the treatment of diseased animals, and the disposal of diseased or dead animals. In cases in which the introduction of disease is liable to occur, or the existence of disease is suspected or recognized, the opinion of the Dean of the College of Veterinary Medicine shall govern.

All purchases of cattle shall be subject to the tuberculin test, made under the direction of the Dean of the College of Veterinary Medicine.

SECTION 5. All circular letters, pamphlets, or statements written in the interest or name of the University, or of any college or department of the University and intended for distribution, shall bear the approval of the President before the same shall be printed.

SECTION 6. Eighteen hours of actual recitation or lecture work per week, or its equivalent in laboratory work, shall be regarded as a reasonable minimum of service for professors, associates and assistants.

SECTION 7. Buildings of the University shall not be named after living persons.

SECTION 8. Service in the University assumes a high character, personal life above reproach and free from just criticism. A failure in these particulars will be construed as strictly as inefficiency in academic requirements.

CHAPTER XI

PHYSICAL PLANT

SECTION 1. The Physical Plant shall be understood to cover the following:

A—The Division of Architecture and Construction and its various subdivisions, as outlined in the rules and regulations prescribed for this division and its subdivisions.

B—The Division of Operation and Maintenance and its various subdivisions, as outlined in the rules and regulations prescribed for this division and its subdivisions.

C—The Division of Receiving Department and Stores, as outlined in the rules and regulations prescribed for this division.

SECTION 2. The Business Manager shall receive all recommendations from Heads of Divisions for appointment or dismissal of employees in their respective divisions, in accordance with Civil Service Rules, and shall transmit them, with his written approval or disapproval, to the President of the University for his consideration and action.

SECTION 3. The Business Manager shall receive all reports, of whatever nature, from the Heads of Divisions, and such reports as should be called to the attention of the President shall be properly transmitted to the President. All other reports shall be filed in the office of the Business Manager.

SECTION 4. The Business Manager shall submit to the President (on Form No. 347) a weekly report on the condition of all jobs and projects which have been ordered through his office, said report to show the date order was placed, date completed, and its actual cost.

SECTION 5. He shall keep an accurate and complete cost system of all repairs, alterations and betterments ordered through his office.

SECTION 6. The Business Manager, Superintendent of Buildings and Grounds and University Architect shall constitute a cabinet, which shall hold stated meetings for the purpose of discussing repairs, improvements and betterments of the Physical Plant.

The President of the University shall be ex-officio a member of said cabinet.

Special meetings may be called at any time by the Business Manager.

DIVISION OPERATION AND MAINTENANCE

Superintendent of Buildings and Grounds—In Charge of Division of Operation and Maintenance.

SECTION 7. The Superintendent of Buildings and Grounds shall be responsible to the Business Manager.

He shall receive his orders and instructions from the Business Manager.

He shall report on all matters direct to the Business Manager.

SECTION 8. All requests for repairs, of whatever kind, shall originate in the office of the Superintendent of Buildings, and by him be transmitted to the Business Manager.

SECTION 9. The Superintendent of Buildings and Grounds shall have full charge of, and be responsible for, the Light, Heat and Power Plant.

The Light, Heat and Power Plant shall be understood to cover the engine rooms, the boiler rooms, the coal-handling plant (including locomotive crane), the railway spur, the tunnels, all gas mains, all

water mains, all sewers, all conduits, all overhead lines, and the distribution of the various services and utilities to the various buildings.

The distribution of electric current for lighting covers all wires, conduits and apparatus from the switchboard to and including the terminals in the buildings or on the campus, which terminals are understood to be the bulbs or lamps.

The distribution of hot water and steam for heating purposes, covers all main lines from boiler room and engine room to and including the terminals in the various buildings, which terminals are understood to be radiators or hot blast coils.

The distribution of gas for service covers all main lines, either in the ground or tunnels, to and including the terminals of whatever kind in the various buildings.

The distribution of power covers all mains, conduits and apparatus from the switchboard to and including the various motors, wherever located.

The distribution of compressed air from the Power Plant to the various buildings served, covers all piping and apparatus from the compressors in engine room to and including the various terminals.

The distribution of water service through the grounds, tunnels and buildings covers all mains, branches and water piping, and all fixtures of every description attached to the water service lines.

SECTION 10. He shall be responsible for the general condition of all buildings located on the University Grounds, or under the control of the Board of Trustees.

The general condition of all buildings shall be understood to cover:

- A—Cleanliness;
- B—Sanitary condition;
- C—Maintenance—Repairs;
- D—Ventilation and temperature conditions;
- E—Fire protection.

The condition of cleanliness is covered by the duties of the Inspector of Janitors, and of the Janitors, as given in the detailed rules and regulations for those employees.

The sanitary condition of the buildings covers all toilet rooms, with their various fixtures, soil, waste and vent pipes, and lockers.

The maintenance-repairs of the buildings refers to the general condition of the buildings as to repairs, inside and outside.

The ventilation and temperature condition of the buildings refers to the enforcement of the rules and regulations as prescribed for the Janitors.

The police and night watch service shall be as detailed in the rules and regulations of those employees.

SECTION 11. He shall have charge of and be responsible for:

A—The execution of repairs, betterments or alterations to buildings, as have been regularly ordered by the Business Manager.

B—The construction of equipment or furniture, as has been regularly ordered by the Business Manager.

SECTION 12. Upon receipt of a job or order, he shall advise the head of the department or division for which the job is to be done, as to the approximate date when the job will be commenced and completed.

SECTION 13. He shall have charge of and be responsible for the general condition of the roads and grounds, and the execution of all repairs and improvements regularly ordered by the Business Manager.

He shall advise with the Professor of Horticulture, as to the care and trimming of all trees and shrubs.

The general condition of roads and grounds shall be understood to cover:

- A—Roads and drives;
- B—Pavements and cinder paths;
- C—All planting;
- D—Campus (not including farm lands).

The condition of roads and drives covers the repairs, upkeep and cleaning of existing roads and drives.

The condition of pavements and cinder paths covers the same lines as prescribed for roads and drives.

The condition of planting covers the care of all trees, shrubs, flowers and hedges now on the campus, including the University woods. It also covers all future planting as may be regularly ordered.

The condition of the campus covers the general upkeep of the grounds, the mowing of the grass, the cleaning of the spring and lake, the removal of all rubbish from the grounds; also the removal of all rubbish and refuse from the buildings.

SECTION 14. He shall be responsible for the police and night watch service.

SECTION 15. He shall be responsible for the fire protection.

SECTION 16. He shall be responsible for the University Laundry.

SECTION 17. He shall be the custodian of the keys for all University buildings, and shall issue them upon official order signed by the President.

SECTION 18. In order to properly enforce the rules and regulations prescribed for the employees in the Division of Operation and Maintenance, the Superintendent of Buildings and Grounds shall have power to transfer employees from one building to another, or to a different position in his division; he shall also have power to recommend to the Business Manager the dismissal of any employee of the division subject to the Civil Service rules, the said recommendation to be made in writing, giving cause for same.

SECTION 19. All applications for employment in the Division of Operation and Maintenance shall be filed in the office of the Superintendent of Buildings and Grounds, and, when a vacancy occurs and

a new appointment is necessary, the Superintendent of Buildings and Grounds shall submit his recommendation in writing to the Business Manager, together with proper credentials of the person recommended, subject to the Civil Service rules.

SECTION 20. The list of employees in the division of Operation and Maintenance shall be as follows:

- 1—Clerk and Timekeeper.
- 2—Clerk.

Subdivision of Power Plant:

- A—Master Mechanic;
- B—Engineers;
- C—Fireman;
- D—Blacksmith;
- E—Crane Man;
- F—Wipers;
- G—Ash Wheelers;
- H—Steam Fitters;
- I—Electricians;
- J—Helpers.

Subdivision of Buildings and Grounds:

- A—Carpenters;
- B—Plumbers;
- C—Painters;
- D—Tinner;
- E—Masons;
- F—Foreman of Campus;
- G—Campus Men;
- H—Campus Teamster;
- I—Laborers.

Subdivision of Police and Watchmen:

- A—Day Policemen;
- B—Night Watchmen.

Subdivision of Fire Protection:

- A—In charge of University Plumber.

Subdivision of Janitors:

- A—Inspector of Janitors;
- B—Janitors;
- C—Custodian.

Subdivision of Laundry:

- A—Launderers;
- B—Helpers.

CLERK AND TIMEKEEPER

SECTION 21. The Clerk and Timekeeper shall be responsible to the Superintendent of Buildings and Grounds. He shall receive his orders and instructions from and report to the Superintendent of Buildings and Grounds.

SECTION 22. He shall have charge of and be responsible for:

- A—Correspondence of the Division of Operation and Maintenance.
- B—Making up all reports, requisitions and orders.
- C—Keeping time of employees.
- D—Data for cost keeping.

SECTION 23. He shall satisfy himself that all orders issued to the foreman by the Superintendent of Buildings and Grounds are being promptly and properly executed, and shall report thereon direct to the Superintendent of Buildings and Grounds.

SECTION 24. He shall perform such duties as may be especially designated from time to time by the Superintendent of Buildings and Grounds.

SECTION 25. In the absence of the Superintendent of Buildings and Grounds, the Clerk and Timekeeper shall report to and receive his instructions from the Business Manager.

FOREMAN

SECTION 26. The Foreman of each of the following tradesmen shall receive his orders and instructions from the Superintendent of Buildings and Grounds—carpenters, plumbers, painters, tinnerns, and masons.

SECTION 27. Each foreman shall be in charge of and responsible for the services of all other employees in his particular trade.

SECTION 28. He shall see that all orders issued to him by the Superintendent of Buildings and Grounds are promptly executed.

SECTION 29. He shall perform such other duties as may be assigned from time to time to him by the Superintendent of Buildings and Grounds.

SECTION 30. In the absence of the Superintendent of Buildings and Grounds he shall receive his orders from and report to the Business Manager through the Clerk and Timekeeper.

SECTION 31. In the absence of the Superintendent of Buildings and Grounds the Inspector of Janitors shall receive his orders from and report to the Business Manager through the Clerk and Timekeeper.

UNIVERSITY CARPENTERS, PAINTERS, PLUMBERS AND TINNERS

SECTION 32. University Carpenters, Painters, Plumbers and Tinnerns shall be responsible to the Superintendent of Buildings and Grounds. They shall receive all of their orders for work to be done from the Superintendent of Buildings and Grounds. They shall report on all matters of importance direct to the Superintendent of Buildings and Grounds.

SECTION 33. They shall confine their work to orders issued by the Superintendent of Buildings and Grounds.

SECTION 34. They shall keep an accurate account of all time spent on each job ordered. Each employee shall make up his own time check, using a separate check for each job. Time checks shall be left at the close of each day's work with the University Timekeeper.

SECTION 35. They shall keep an accurate account of all material used on each job. Requisitions for supplies needed shall be given to the Superintendent of Buildings and Grounds.

SECTION 36. The University Plumber, in addition to his regular duties, shall inspect all fire equipment, as designated in the regulations for Fire Protection.

FOREMAN OF CAMPUS

SECTION 37. The Foreman of Campus shall be responsible to the Superintendent of Buildings and Grounds. He shall receive his orders and instructions from and report to the Superintendent of Buildings and Grounds.

SECTION 38. He shall have charge of and be responsible for the services of the following employees: Campus Men, Teamsters and Laborers.

SECTION 39. He shall see that orders issued by the Superintendent of Buildings and Grounds are promptly executed.

SECTION 40. In the absence of the Superintendent of Buildings and Grounds, he shall receive his orders from and report to the Business Manager through the Clerk and Timekeeper.

CAMPUS MEN, TEAMSTERS AND LABORERS

SECTION 41. The Campus Men, Teamsters and Laborers shall be responsible to the Foreman of the Campus. They shall receive their orders and instructions from the Foreman of the Campus. They shall confine their work to the orders assigned to them by the Foreman of the Campus.

SECTION 42. They shall hand in their time checks each night to the University Timekeeper.

SECTION 43. The Teamster shall follow the schedule as prescribed by the Superintendent of Buildings and Grounds for the daily collection of refuse and rubbish from the buildings and grounds, and shall haul the same to such places as may be designated.

SUBDIVISION JANITOR SERVICE INSPECTOR OF JANITORS

SECTION 44. The Inspector of Janitors shall be responsible to the Superintendent of Buildings and Grounds. He shall receive his orders and instructions from the Superintendent of Buildings and Grounds. He shall report on all matters direct to the Superintendent of Buildings and Grounds.

SECTION 45. He shall satisfy himself that all Janitors are on duty each day during the hours to which they have been assigned.

SECTION 46. He shall report at once all repairs needed to the Superintendent of Buildings and Grounds.

SECTION 47. He shall thoroughly inspect each building once each week. He shall report to the Superintendent of Buildings and Grounds at the end of the inspection trip (Form No. 345):

A—The buildings inspected;

B—The condition as to cleanliness;

C—As to the manner in which the several janitors are carrying out their instructions.

SECTION 48. He shall also perform any other duties which may be assigned from time to time by the Superintendent of Buildings and Grounds.

SECTION 49. In the absence of the Superintendent of Buildings and Grounds, he shall be responsible to and receive his orders from the Business Manager through the Clerk and Timekeeper.

JANITORS

SECTION 50. Each janitor shall report for duty at 7:00 a. m. and remain on duty until 5:00 p. m., with a reasonable length of time allowed for luncheon (which will be arranged by the Superintendent of Buildings and Grounds). Janitors shall not leave their buildings during the day except as it is necessary to do so in the proper discharge of their duties; and shall not leave the grounds without permission of the Superintendent of Buildings and Grounds.

SECTION 51. Janitors are responsible to the Superintendent of Buildings and Grounds, and will receive their specific instructions from the Superintendent of Buildings and Grounds through the Inspector of Janitors.

SECTION 52. Janitors will be held responsible for keeping their buildings in clean, presentable condition, and for the performance of such duties as are ordinarily assigned to janitors, which duties are more particularly described as follows:

A—To see that each room in his building is clean.

B—In winter-time the Janitor shall clean the snow from the steps and the immediate approaches to the various entrances of the building.

C—At all times of the year he shall see that the steps, porches and immediate approaches to his building are clean.

D—The windows in the buildings shall be kept as clean as it is possible to keep them under weather conditions. Special orders will be issued from time to time by the Superintendent of Buildings and Grounds covering this matter.

E—All halls shall be thoroughly mopped at least once each week (using a germicidal solution, which will be provided), or more often if directed.

F—All class room floors shall be thoroughly mopped at least once a month, using germicidal solution.

G—All base boards in halls shall be thoroughly washed once a week, and base boards in recitation rooms shall be thoroughly washed once a month, using germicidal solution.

H—Each blackboard shall be washed once each week with a clean rag and cold water, unless ordered to contrary by notice on the board.

I—Each floor shall be swept daily, first having been sprinkled with an approved no-dust preparation which will be provided.

J—After sweeping, all chairs and furniture in the room shall be carefully dusted with cheese-cloth.

K—The tablet arms of class room chairs shall be washed thoroughly twice a year, using germicidal solution in the water.

L—All lavatories, water-closets, bowls and urinals shall be thoroughly cleaned each day with a germicidal solution. All water-closet partitions shall be thoroughly cleaned once each week.

M—All offices shall be thoroughly cleaned each day, floor mopped weekly, and the windows cleaned as often as is necessary, or the weather will permit.

N—If the outside temperature will permit, Janitors shall, on coming on duty in the morning, open the outside doors and enough windows to cause a circulation of fresh air through the building.

O—At least once during the morning, noon, and at 2:00 p. m., the doors and windows are to be opened as in previous section.

P—During the winter season, Janitors will be expected to observe the thermometers in the various rooms in the building several times each day and shall keep the temperature at or as near 70 degrees as possible.

Q—Each Janitor shall keep the copper sign on the front of his building brightly polished, being careful to keep the cleaning substance from the brick work.

R—Each janitor will carefully drain all acids from jars before emptying the contents in the containers provided.

S—Janitors shall not burn waste paper, boxes or other refuse in or about the building, but shall deposit the same daily in containers provided for that purpose. The refuse will be collected by the wagon each morning.

T—All Janitors shall leave their keys in the key closet before leaving the building in the evening.

U—All requests for supplies shall be approved by the Inspector before presentation to the Storekeeper.

V—Janitors shall wear, while on duty, the regulation cap, badge and uniform provided by the University.

W—Janitors shall also perform any other duties which may be assigned from time to time by the Superintendent of Buildings and Grounds.

ELEVATOR MEN

SECTION 53. The Elevator Men shall be responsible to the Inspector of Janitors. They shall receive their orders and instructions from the Inspector of Janitors, and shall report on all matters to the Inspector of Janitors.

SECTION 54. The Elevator Man shall have charge of the elevator to which he has been assigned.

SECTION 55. He shall keep the elevator machinery and cables thoroughly oiled and cab clean, and shall advise the Inspector of Janitors of all repairs needed for his elevator.

SECTION 56. He shall handle his elevator carefully, at all times looking to the safety and welfare of his passengers.

SECTION 57. Before leaving, at the close of the day's work, he shall see that the main switch to the motor is open and that everything about the elevator is left in a safe condition.

DAY POLICEMEN AND NIGHT WATCHMEN

SECTION 58. The Day Policemen and Night Watchmen shall be responsible to the Superintendent of Buildings and Grounds. They shall receive their orders and instructions from the Superintendent of Buildings and Grounds. They shall report on all matters direct to the Superintendent of Buildings and Grounds.

SECTION 59. In cases of emergency, requiring immediate action, they shall report to the quickest available officer of the University.

SECTION 60. They shall patrol the buildings and grounds in accordance with schedule prescribed by the Superintendent of Buildings and Grounds. In cases of inability to follow the regular schedule, the cause of such inability shall be reported to the Superintendent of Buildings and Grounds at the first opportunity.

SECTION 61. They shall arrest or take into custody any person or persons violating any of the rules of the Board of Trustees, of the City Ordinances or of the State Laws.

SECTION 62. They shall make record of the name and address of each person taken into custody or arrested, the same to be filed, together with a brief of the circumstances relating thereto, with the Superintendent of Buildings and Grounds.

SECTION 63. They shall perform such other duties as may be assigned from time to time by the Superintendent of Buildings and Grounds.

SECTION 64. They shall at all times be on the lookout for fire, and, when passing through buildings, shall be on the lookout for burst water or steam pipes. In case of fire the city alarm shall be promptly turned in, and the officers of the University notified by telephone. In case of burst water pipes during the day, report to the Superintendent of Buildings and Grounds, and at night to the Engineer in charge at the Power House.

SECTION 65. They shall, while patrolling the grounds, observe carefully the condition of roads, walks and the campus in general. They shall report to the Superintendent of Buildings and Grounds all rubbish, scrap iron or tools which have not been removed, within thirty-six hours from time of first observation.

SUBDIVISION FIRE PROTECTION

SECTION 66. The system of fire protection at the University shall cover all fire hose, stand pipes, fire extinguishers, fire cisterns and hydrants connected to water mains.

SECTION 67. It shall be the duty of the Superintendent of Buildings and Grounds to see that the equipment as listed in Section 66 is at all times in proper working condition. To this end inspection of all such equipment shall be made at stated periods by the University Plumber, acting under the direction of the Superintendent of Buildings and Grounds.

SECTION 68. All fire hose shall be tested twice each year, in May and November. All stand pipes, valves and hose racks shall be thoroughly inspected at the same time.

SECTION 69. All fire extinguishers not of the Seagrave Model type shall be fully recharged once each year, in the month of May.

SECTION 70. All Seagrave Models shall have a new soda charge once each year, in the month of May.

SECTION 71. At the time extinguishers are recharged, an examination of the hose, nozzle and case shall also be made.

SECTION 72. An annual inspection of the general condition of fire cisterns shall also be made. During the winter season, the covers of fire cisterns and covers of valve boxes shall be cleared of snow and properly salted whenever weather conditions demand.

SECTION 73. Fire hydrants shall be regularly inspected, during the winter season, to observe any leaks, and, if water is found, it must be pumped out at once, and if, on second inspection, the same quantity of water is found, this fact should be reported promptly to the Water Works Department.

SECTION 74. The large-wheeled extinguisher shall always be in the place provided for it, and shall be readily and easily accessible.

SECTION 75. In making reports on inspections as above ordered, the plumber shall use Form No. 361, which report shall be filed with the Superintendent of Buildings and Grounds.

SECTION 76. The Superintendent of Buildings and Grounds shall transmit to the Secretary a summary of the inspection reports as made by the University plumber, using Form No. 362.

SECTION 77. The Inspector of Janitors, in his weekly inspection of each building, shall satisfy himself that all fire extinguishers are in place and that all fire hose is properly racked or reeled. If any of the equipment is found to be out of place or in need of attention,

he shall report the fact at once to the Superintendent of Buildings and Grounds.

**SUBDIVISION POWER PLANT
MASTER MECHANIC**

SECTION 78. The Master Mechanic shall be responsible to the Superintendent of Buildings and Grounds. He shall receive his orders and instructions from the Superintendent of Buildings and Grounds. He shall report on all matters direct to the Superintendent of Buildings and Grounds.

SECTION 79. He shall have charge of and be responsible for the services of the following employees: Electricians, Steamfitters, Blacksmith, Engineers, Firemen, Crane Men, Helpers and Wipers.

SECTION 80. He shall see that orders issued by the Superintendent of Buildings and Grounds are promptly distributed and promptly executed.

SECTION 81. He shall keep the Superintendent of Buildings and Grounds informed as to the progress of orders.

SECTION 82. He shall perform such other duties as may be assigned from time to time by the Superintendent of Buildings and Grounds. In the absence of the Superintendent of Buildings and Grounds, he shall receive his orders from and report to the Business Manager.

ELECTRICIANS, STEAMFITTERS AND BLACKSMITH

SECTION 83. The Electricians, Steamfitters and Blacksmith shall be responsible to the Master Mechanic. They shall receive orders from the Master Mechanic. They shall report on all matters direct to the Master Mechanic. In the absence of the Master Mechanic, they shall receive their orders from and report to the Superintendent of Buildings and Grounds.

SECTION 84. They shall confine their work to orders issued by the Master Mechanic.

SECTION 85. They shall keep an accurate account of all time and material used on each job.

SECTION 86. Each employee will make up his own time check, using a separate check for each job. Time checks shall be left at the close of each day's work with the University Timekeeper. Requisitions for supplies needed shall be given to the Master Mechanic.

ENGINEERS

SECTION 87. The Engineers shall be responsible to the Master Mechanic. They shall receive their orders and instructions from the Master Mechanic. They shall report on all matters to the Master Mechanic. They shall confine themselves to the duties assigned to them by the Master Mechanic. In the absence of the Master Mechanic, they shall be responsible to and receive their orders from the Superintendent of Buildings and Grounds.

SECTION 88. The Engineer on watch shall be in charge of and responsible for all machinery in the engine room and in the pump room, and at night shall have supervision over the firemen and helpers.

SECTION 89. The Engineers shall perform such other duties as may be assigned from time to time by the Master Mechanic.

FIREMEN

SECTION 90. The Firemen shall be responsible to the Master Mechanic. They shall receive orders and instructions from the Master Mechanic. They shall report on all matters to the Master Mechanic. They shall confine themselves to the duties assigned to them by the Master Mechanic. In the absence of the Master Mechanic, they shall be responsible to and receive orders from the Superintendent of Buildings and Grounds.

SECTION 91. The Fireman on watch at night shall report to the Engineer on watch and take instructions from him.

SECTION 92. The Firemen shall perform such other duties as may be assigned from time to time by the Master Mechanic.

CRANE MAN

SECTION 93. The Crane Man shall be responsible to the Master Mechanic. He shall receive his orders and instructions from the Master Mechanic. He shall report on all matters to the Master Mechanic. He shall confine himself to the duties assigned to him by the Master Mechanic. In the absence of the Master Mechanic, he shall be responsible to and receive orders from the Superintendent of Buildings and Grounds.

SECTION 94. He shall be responsible for the operation and maintenance of the crane and see that all switches, crossings and frogs of the railroad are cleared of ice, snow or dirt.

SECTION 95. The Crane Man shall perform such other duties as may be assigned from time to time by the Master Mechanic.

HELPERS AND WIPERS

SECTION 96. The Helpers and Wipers shall be responsible to the Master Mechanic. They shall receive orders and instructions from the Master Mechanic. They shall report on all matters to the Master Mechanic. They shall confine themselves to the duties assigned to them by the Master Mechanic. In the absence of the Master Mechanic, they shall be responsible to and receive their orders from the Superintendent of Buildings and Grounds.

SECTION 97. The Helpers and Wipers on duty at night shall report to the Engineer on watch, and take instructions from him.

SECTION 98. They shall perform such other duties as may be assigned from time to time by the Master Mechanic.

**SUBDIVISION OF LAUNDERING
LAUNDERERS**

SECTION 99. The Launderers shall be responsible to the Superintendent of Buildings and Grounds. They shall receive their orders from and report all matters to the Superintendent of Buildings and Grounds. They shall have charge of and be responsible for the Laundry employees, and the general condition of the Laundry.

SECTION 100. They shall requisition all materials needed in carrying on the Laundry work, through the office of the Superintendent of Buildings and Grounds, using the form No. 359.

SECTION 101. They shall receive, sort and check all articles delivered at the Laundry to be washed and ironed.

SECTION 102. They shall see that all articles delivered for laundering are washed clean, neatly ironed, checked out whole and nicely packed in baskets for delivery to their respective buildings or departments.

SECTION 103. They shall make out laundry slips in duplicate, original to be attached to articles to be delivered; the duplicate to be filed with the Clerk and Timekeeper in Superintendent's office each night.

SECTION 104. Hours of service—7:00 to 11:30 a. m., 12:30 to 4:30 p. m.

SECTION 105. They shall perform any other duties which may be assigned from time to time by the Superintendent of Buildings and Grounds.

SECTION 106. In absence of the Superintendent of Buildings and Grounds, they shall report to and receive instructions from the Clerk and Timekeeper.

LAUNDRY HELPERS

SECTION 107. The laundry helpers shall be responsible to the Launderers. They shall receive orders and instructions from the Launderers. They shall confine their work to orders assigned them by the Launderers.

SECTION 108. They shall hand in their time checks each evening to the University Timekeeper.

SECTION 109. Their hours of service shall be from 7:00 to 11:30 a. m. and 12:30 to 4:30 p. m.

**DIVISION OF ARCHITECTURE AND NEW CONSTRUCTION
THE UNIVERSITY ARCHITECT—IN CHARGE OF THE DIVISION OF ARCHITECTURE AND NEW CONSTRUCTION**

SECTION 110. The University Architect shall be responsible to the Business Manager. He shall receive his orders and instructions

from the Business Manager. He shall report on all matters direct to the Business Manager.

SECTION 111. The University Architect shall have charge of and be responsible for:

A—Preparation of plans, specifications and estimates of all new buildings, and the supervision of the construction of the same.

B—The preparation of plans, specifications and estimates of all repairs, betterments or alterations which shall need plans and specifications to intelligently and efficiently carry them out. He shall have supervision of all work coming under this head which shall have been let by contract.

C—The preparation of plans, specifications and estimates of all furniture and equipment which the Business Manager may order from time to time.

SECTION 112. He shall have the right to inspect the execution of any or all work in process of construction for which he has prepared the plans and specifications, and which work is being done by the University employees. If said plans and specifications are not being properly executed, he shall report his findings in writing to the Superintendent of Buildings, sending a copy thereof to the Business Manager.

SECTION 113. When requested, the University Architect will advise with the Superintendent of Buildings as to:

- 1—The advisability of making any repair or betterment.
- 2—The execution of necessary repairs or betterments about buildings.
- 3—Safety of any building.

SECTION 114. Before the location of any building, tunnel, sewer or conduit is made, the Superintendent of Buildings and Grounds shall be advised, in order that he may know in advance what disposition to make of any planting which might be on the site, or lines to be excavated, and what disposition to make of all excess dirt.

SECTION 115. The University Architect, in conjunction with the Professor of Horticulture, shall prepare such planting schemes for the campus as may be regularly ordered.

SECTION 116. Before preparing any new planting schemes, the University Architect shall consult the Superintendent of Buildings and Grounds, so as to avoid planting objectionable trees, etc., directly over any service lines, tunnels or sewers.

SECTION 117. The University Architect shall make, upon the request of the Business Manager, a thorough inspection of any building on the campus, and shall submit a written report of his findings to the Business Manager; a copy of said report shall at the same time be sent to the Superintendent of Buildings.

SECTION 118. Upon the completion and acceptance of a new building, the University Architect shall receive all keys therefor from the contractor, and turn the same over to the Superintendent of Buildings and Grounds.

SECTION 119. In order to properly enforce the rules and regulations for the employees of the Division of Architecture and New Construction, the University Architect shall have power to transfer employees from one position to another in his division; he shall also have power to recommend to the Business Manager the dismissal of any employee of the division, subject to Civil Service Rules, the said recommendation to be in writing giving cause for same.

SECTION 120. The list of employees in the Division of Architecture and New Construction shall be as follows:

- A—Chief Draftsman
- B—Clerk of Works
- C—Draftsman
- D—Tracers
- E—Stenographer

SECTION 121. In the absence of the University Architect, the work of the division will be in charge of the Chief Draftsman.

STORES AND RECEIVING DEPARTMENT

SECTION 122. The Stores and Receiving Department shall be in charge of the Receiving Clerk.

The Receiving Clerk shall be responsible to the Business Manager.

He shall receive his orders and instructions from the Business Manager, and report all matters directly to the Business Manager.

SECTION 123. Two stores shall be maintained: One, known as the Laboratory Supply Store, shall be in the Chemistry Building; a branch of this shall be established in the Park Street Medical Building. These stores shall handle exclusively laboratory and other educational supplies. All other supplies, such as stationery, cleaning supplies, hardware, lumber, pipe, fittings, lamps, electrical supplies, etc., shall be kept in the General Store located in the Service Building.

The amount and kind of stock to be carried on hand shall be determined by the Purchasing Agent and the Receiving Clerk from an examination of the records. Wherever conditions warrant, purchases shall be made in such quantities as to secure jobbers' best prices.

SECTION 124. All articles purchased by the University shall be delivered to the Receiving Department.

SECTION 125. All express, freight and parcel post packages shall be delivered to the Receiving Department.

SECTION 126. Departments shall not receive University goods directly from expressmen or delivery boys, but shall refer them to the Receiving Department. In case of an emergency goods may be

sent directly to the department concerned, but in all such cases the Receiving Department must be notified at once by telephone.

SECTION 127. All packages (except books for the library) shall be promptly opened by the Receiving Clerk, and each item shall be checked as to quality and quantity with the copy of the order received from the Purchasing Department.

Before certifying as to quality of goods received, the Receiving Clerk shall satisfy himself that the goods are as specified on the order, and, when necessary, shall consult the person making requisition for the same, or shall submit the articles to tests or analysis.

SECTION 128. In checking goods, special Form No. 355, in duplicate, known as the receiving sheet, shall be used.

In case of special apparatus, the receiving sheet shall be made up in triplicate, with a note to the head of the department asking for his approval of the same; the invoice shall not be paid until the approval sheet is returned to the Receiving Department with the signature of the head of the department concerned.

SECTION 129. After goods are checked in the Receiving Department, they shall be delivered promptly to the department making requisition for the same. The original receiving sheet shall be signed by the person receiving the goods; it shall be returned to the Receiving Department, and the duplicate shall be kept in the department for reference.

SECTION 130. When a consignment of goods is received and cannot be accepted, the Receiving Clerk shall notify the Purchasing Agent at once, giving details.

SECTION 131. All shortages shall be reported to the Purchasing Agent at once.

SECTION 132. In case of shortage in the number of packages received from a transportation company, the Receiving Clerk shall at once follow up the shortage and have a tracer issued.

SECTION 133. Persons expecting donations to the University from any source should advise the Receiving Clerk, in order that proper and prompt delivery of the gifts may be made.

SECTION 134. The Receiving Clerk shall be supplied with a copy of each order issued by the Purchasing Agent, on which shall be stated the approximate time of delivery.

SECTION 135. The Receiving Clerk shall keep proper record of the time of completion of orders, and, in cases where delivery is not made as per schedule, he shall advise the Purchasing Agent.

SECTION 136. Goods shall be issued from the General Store on properly signed orders, Stock Issuance Cards, Form No. 484. Filled order blanks, Form 484, shall be priced and deducted from the stock cards daily.

SECTION 137. The Stock Card, Form No. 621, shall be a perpetual inventory, and shall show at all times the amount of stock on

hand, the amount sold and to what departments or jobs, and the selling price per unit.

SECTION 138. The General Store Room shall maintain an appropriation ledger covering the amount set aside for the departmental use in the stores. Each day the stock issuance cards shall be classified and the amounts entered against the proper departments, showing the daily balance of each department's appropriation.

SECTION 139. All discarded valves, fittings, pipe or other articles made of copper, brass, iron, lead, etc., shall be collected by the Division of Operation and Maintenance and deposited in bins built for such purpose. Whenever a sufficient quantity has been collected, the Purchasing Agent shall sell the same, and the moneys so received shall be deposited to the credit of General Store Room Rotary Fund, and the Receiving Clerk shall give proper credit to the departments.

SECTION 140. Excess material purchased from the Stores and not needed to complete the job for which it was ordered shall be returned to the Stores, whereupon proper credit will be issued, using Credit Card, Form No. 587.

SECTION 141. Instructors needing supplies for the use of students in the laboratories shall advise the Storekeeper of the kind required, at least five days prior to the time said supplies are to be used.

SECTION 142. The employees of the Stores and Receiving Department shall be responsible to the Receiving Clerk.

The employees shall be:
Laboratory Supply Store
Storekeeper
First Assistant
Second Assistant
Third Assistant
Stock Clerk

General Store
Store Clerk
Stock Clerk
Assistant
Receiving Department
Checking Clerk
Delivery Man

REGULATIONS GOVERNING THE DAILY TIME OF EMPLOYEES

SECTION 143. The registering Time Clock located in the office of the Superintendent of Buildings and Grounds is to be used by the following employees:

- | | |
|--------------------------|------------------------------------|
| 1. Inspector of Janitors | 10. Craneman |
| 2. Janitors | 11. Wipers and Helpers |
| 3. Plumbers | 12. Ashmen |
| 4. Steamfitters | 13. Engineers |
| 5. Electricians | 14. Firemen |
| 6. Carpenters | 15. Campus Men |
| 7. Painters | 16. Special Mechanics and Laborers |
| 8. Blacksmith | |
| 9. Tanners | 17. Launderers |

SECTION 144. Each employee shall register in, in ample time to be at the place designated for his day's work at the hour prescribed for each employee, and work shall start promptly at said hour.

SECTION 145. Employees will be expected to work full hours and not leave their place of work before the hour for quitting, as stated in the above mentioned regulations.

SECTION 146. Employees desiring to be absent any part of the day, shall first secure permission from the head of the division, and shall register accordingly.

SECTION 147. Employees will be required to observe exactness in taking the noon hour, the same as in the beginning and ending the day's work.

SECTION 148. Each employee shall ring in his own time, and no employee will be permitted to ring time of any other employee.

SECTION 149. All employees of the Physical Plant will abstain from smoking while on duty, in or about the building. Smoking will be permitted in the lunch and rest room in the Service Building during the noon hour only.

SECTION 150. These rules and regulations, or any of them, may be temporarily suspended at any regular meeting of the Board, and may be amended or repealed by a majority vote of the entire Board at any meeting.

* * * * *

Thereupon the Board adjourned.

Attest: CARL E. STEEB,
Secretary.

JULIUS F. STONE,
Chairman.

OFFICE OF THE BOARD OF TRUSTEES
THE OHIO STATE UNIVERSITY

COLUMBUS, OHIO, SEPTEMBER 1, 1915.

8 P. M.

The Board of Trustees met at the Neil House pursuant to the call of the Vice-Chairman.

Present: Benj. F. McCann, Vice-Chairman; Guy W. Mallon, O. E. Bradfute, John F. Cunningham and John Kaiser.

* * * * *

The Secretary reported that on August 27, 1915, in accordance with advertisement, the following bids were re-

ceived, opened and publicly read, for the following improvements:

HOME ECONOMICS BUILDING

GENERAL CONTRACT

D. W. McGrath	Items 1 to 14 inclusive and 17, 18, 19, 20	\$123,911.00
D. W. McGrath	" 1 to 20 "	144,411.00
J. C. Davidson	" 1 to 14 " and 17, 18, 19, 20	137,043.38
Franklin Const. & Sup. Co..	" 1 to 11 " and 13, 14, 17, 18, 19, 20	131,708.25
Cullen & Vaughn Company ..	" 1 to 14 " and 17, 18, 19, 20	125,618.00
E. H. Latham	" 1 to 14 " and 17, 18, 19, 20	141,881.00
E. E. Becket	" 1 to 14 " and 17, 18, 19, 20	155,191.00
Dawson Construction Co.	" 1 to 14 " and 17, 18, 19, 20	130,510.00
F. H. Nichol	" 1 to 14 " and 17, 18, 19, 20	126,008.00
Robert H. Evans & Co.	" 1 to 14 " and 17, 18, 19, 20	116,289.00

HEATING AND VENTILATING, PLUMBING, GAS FITTING AND SEWER

The Wm. H. Conklin Company	\$22,960.00
Huffman-Conklin Company	21,166.00
Huffman-Conklin Company (with alternate covering Carrier Air Washer and American System of Temperature Regulation)	22,292.00
Thomas F. Ferris (for Heating and Ventilating)	10,800.00

AUTOMATIC TEMPERATURE REGULATION

American Regulator Company	2,098.00
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ROOFING

The H. W. Johns-Manville Company	2,080.00
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ELECTRICAL WORK

The Avery-Loeb Electric Company	\$ 1,940.00
The Entrekin Electric Company	1,750.00
Sackett Mine Supply Company	2,330.00
McKeever Electric Company	2,147.00
Electric Construction Company	2,197.80

PAINTING AND GLAZING

Lewis Fink	3,363.00
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TUNNEL FROM BOTANY AND ZOOLOGY BUILDING TO ELEVENTH AVENUE

M. P. Streett	\$ 4,223.00
James Angelo	6,114.25
Standard Paving Company	3,854.00
Iliff Brothers	4,200.00
Robert H. Evans & Company	4,036.00
D. W. McGrath	4,945.00
L. C. Herschler	4,003.00
J. B. Sheets Company	4,100.00
D. E. Sullivan & Son	5,030.00
J. O. Jones	4,433.00
H. A. Mills	4,454.00
C. L. Wright	4,505.00
H. C. McCall	3,333.00
McGarey & Sparks (submitted a bid on the unit basis)	

NEIL AVENUE DRIVEWAY

- D. E. Sullivan & Son—Excavation, 50c per cu. yd.; Roadway, \$1.35 per sq. yd. for asphalt macadam, concrete foundation, \$1.50 per sq. yd. asphalt concrete, \$1.18 per sq. yd. asphalt macadam, stone foundation; Stone Curb, 20c per lin. ft.; Sewer Inlet, \$25.00 each; Sewer Tile, 50c per lin. ft.
- McGarey & Sparks—Excavation, 60c per cu. yd.; Roadway, \$1.32 per sq. yd. for asphaltic concrete of Tarvia-X binder; Stone Curb, 25c per lin. ft.; Sewer Inlet, \$15.00 each; Sewer Tile, 45c per lin. ft.
- Cleveland Trinidad Paving Company—Excavation, 20c per cu. yd.; Roadway, \$1.69 per sq. yd. for sheet asphalt "Trinidad Pitch Lake," \$1.65 per sq. yd. for sheet asphalt "Montezuma" \$1.56 per sq. yd. asphalt concrete, Topeka mix, Trinidad Pitch Lake, \$1.50 per sq. yd. asphalt concrete, Topeka mix, "Montezuma," \$1.49 per sq. yd. asphalt concrete, Topeka mix, "Mexican"; Stone Curb, 20c per lin. ft., Sewer Inlet, \$25.00 each; Sewer Tile, 75c per lin. ft.

HOMEOPATHIC HOSPITAL BUILDING

GENERAL CONTRACT

L. C. Herschler	Items 1 to 14 inclusive and 17, 18	\$44,440.00
E. K. Hibbs	" 1 to 11 " and 13, 14, 17, 18	52,480.00
D. W. McGrath	" 1 to 14 " and 17, 18	41,858.00
D. W. McGrath	" 1 to 18 "	56,858.00
E. E. Becket	" 1 to 14 " and 17, 18	51,085.00
Adam Pitts	" 1 to 14 " and 17, 18	51,674.00
Dawson Construction Co.	" 1 to 14 " and 17, 18	43,475.00
W. C. Handshy & Son	" 1 to 14 " and 17, 18	47,905.14
Cullen & Vaughn Co.	" 1 to 14 " and 17, 18	43,926.00
M. P. Streett	" 1 to 15 " and 17, 18	52,257.00
Franklin Const. & Sup. Co....	" 1 to 11 " and 13, 14, 17, 18	47,974.33
Robert H. Evans & Company...	" 1 to 14 " and 17, 18	41,720.00

HEATING AND VENTILATING, PLUMBING, GAS FITTING AND SEWER

The Wm. H. Conklin Company	\$15,014.00
Huffman-Conklin Company	14,124.00
Thomas F. Ferris—For Heating and Ventilating.....	5,668.00

ELECTRICAL WORK

The Avery-Loeb Electric Company	\$ 1,618.00
The Entrekin Electric Company	1,550.00
Electric Construction Company	1,158.00
McKeever Electric Company	1,287.00
Sackett Mine Supply Company	1,164.00

PAINTING AND GLAZING

Lewis Fink	\$ 1,690.00
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ROOFING AND CLOTHES CHUTE

The H. W. Johns-Manville Company	757.15
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AUTOMATIC TEMPERATURE REGULATION

American Regulator Company	\$ 1,598.00
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After the reading of the above bids, the same were referred to the University Architect for examination and report.

* * * * *

Captain Cope presented the following applications for deeds, and, on motion, the Chairman of the Board was directed to execute the same:

Application No. 1433-1043 of Clinton Shoemaker for 100.40 acres of land in Survey No. 13168, in Pike County.

Application No. 1434-1044 of Morgan Clifford for 36.30 acres of land—15.24 acres in Survey No. 11347 and 21.06 acres in Survey No. 15589, in Scioto County.

Application No. 1435-1045 of Rosa Arnold for 75 acres of land—31 acres in Survey No. 11347 and 44 acres in Survey No. 15589, in Scioto County.

Application No. 1436-1046 of Otto Kibler and wife for 31.35 acres of land in Survey No. 13967-13953, in Pike County.

Application No. 1437-1047 of Jesse L. Kagay for 85¾ acres of land in Survey No. 13592, in Union County.

Application No. 1438-1048 of Edward Hudson for 49¼ acres of land in Survey No. 13168, in Pike County.

Application No. 1439-1049 of Belle L. Finley for 101.11 acres of land in Survey No. 3689, in Union County.

Application No. 1440-1050 of Ernest Hamilton for 78 acres of land in Survey No. 15451, in Adams County.

Application No. 1441-1051 of Robert Cochran for 312 acres of land in Survey No. 14354, in Adams County.

Application No. 1442-1052 of K. D. C. Barger for 104 acres of land in Survey No. 13967-13753, in Pike County.

* * * * *

The Secretary reported that Mr. C. S. Wheeler of the Agricultural Extension Department, desires the services of an additional clerk for carrying on the Farmers' Institute work, and, on motion, this matter was referred to a special committee, composed of Mr. Bradfute and Mr. Cunningham, to consult with Mr. Wheeler, with power to act.

* * * * *

The University Architect reported as follows concerning the bids received for the Home Economics Building:

"August 30, 1915.

Mr. C. E. STEEB,
Secretary Board of Trustees,
The Ohio State University.

Dear Sir:

From an examination of the bids received for the construction of the Home Economics Building the following ones are recommended.

Robert H. Evans & Company\$116,289.00
(This bid includes items 1, 2, 3, 4, 5, 6, 7, 8, 9, 10, 11,
12, 13, 14, 17, 18, 19, 20.)

The Huffman-Conklin Company\$21,166.00

(This bid includes items 15 and 16)

Bid is based on Acme Air Washer

If Carrier Air Washer is used, add 431.00

Bid is also based on the Johnson Service
Temperature Regulation

If American Temperature Regulation is
used, add 695.00

Total bid with above additions..... \$22,292.00

Grand total with above additions \$138,581.00

Architect's estimate 146,300.00

Bids below estimate \$7,719.00

Mr. W. C. McCracken, Superintendent of Buildings and Grounds, who will have charge of the operation and maintenance of the building when it is completed, concurs in the recommendation of the Carrier Air Washer and the American System of Temperature Regulation.

The above bids include all items of the drawings, specifications and estimate and comply with all requirements.

It is recommended that the contracts be awarded to the above parties.

Respectfully submitted,

JOS. N. BRADFORD,

University Architect.

NOTE—The bid of Thomas F. Ferris on item 15—Heating and Ventilation, \$10,800.00, which is lower than the bid of The Huffman-Conklin Company, is not recommended for the reason that the bond is not regular, and he is not equipped to handle the work.

J. N. B."

* * * * *

Upon motion of Mr. Mallon, the general contract was awarded to Robert H. Evans & Company at their bid of one hundred and sixteen thousand, two hundred eighty-nine dollars (\$116,289.00), as recommended by the University

Architect, said bid being the lowest bid received for the items covered.

* * * * *

Upon motion of Mr. Kaiser, the contract for Heating & Ventilating, Plumbing, Gas Fitting and Sewer, (covering alternate proposition of Carrier Air Washer and American System of Temperature Regulation) was awarded to The Huffman-Conklin Company at their bid of Twenty-two thousand, two hundred ninety-two dollars (\$22,292.00), in accordance with the recommendation of the Architect, provided the written consent of the Governor, Auditor of State and Secretary of State be obtained, and the Secretary of the Board of Trustees is hereby authorized to obtain the same.

* * * * *

The University Architect reported as follows concerning the bids received for the Tunnel from the Botany and Zoology Building to Eleventh Avenue:

"August 30, 1915.

Mr. C. E. STEEB,
Secretary Board of Trustees,
The Ohio State University.

Dear Sir:

From an examination of the bids received for the construction of a masonry tunnel from the Botany Building to Eleventh Avenue, on the campus, I find the bid of H. C. McCall the lowest.

His bid including all items is\$3,333.00

This bid complies with all requirements, and it is recommended that the contract for this work be awarded to H. C. McCall.

Respectfully submitted,

JOS. N. BRADFORD,
University Architect."

* * * * *

On motion of Mr. Cunningham, the contract for the Tunnel was awarded to Mr. H. C. McCall at his bid of Three thousand, three hundred thirty-three dollars (\$3,333.00), as recommended by the University Architect.

* * * * *

The University Architect reported as follows on the bids received for the Neil Avenue Driveway:

"August, 31, 1915.

Mr. C. E. STEEB,
Secretary Board of Trustees,
The Ohio State University.

Dear Sir:

From an examination of the bids received for the construction of the Neil Avenue Roadway on the University campus, I find that the bid of the Cleveland Trinidad Paving Company is the lowest on the Asphaltic Concrete, using genuine Mexican asphalt, laid on a Portland cement concrete foundation.

Their bid is as follows:

Excavation per cu. yd.	\$.20
Asphaltic concrete per sq. yd.	1.49
Stone curb per lin. ft.20
Sewer inlets, each	25.00
Sewer tile per lin. ft.75
The total quantities multiplied by the above units makes the bid	\$ 9,508.30
The estimated cost is	11,000.00

The bid is under the estimate.....\$ 1,491.70

This company states that it will complete the work in thirty working days.

The bid complies with all requirements and it is recommended that the contract be awarded to The Cleveland Trinidad Paving Company.

Respectfully submitted,

JOS. N. BRADFORD,
University Architect."

* * * * *

On motion of Mr. Bradfute, the contract for the Neil Avenue Driveway was awarded to The Cleveland Trinidad Paving Company at its bid on the unit basis as above, in accordance with the recommendation of the University Architect.

* * * * *

The University Architect reported as follows on the bids received for the Homeopathic Hospital Building:

"September 1, 1915.

Mr. C. E. STEEB,
Secretary Board of Trustees,
The Ohio State University.

Dear Sir:

From an examination of the bids received for the Hospital Building, the lowest bids received are as follows:

Robert H. Evans & Company\$41,720.00
(This bid includes items 1, 2, 3, 4, 5, 6, 7, 8, 9,
10, 11, 12, 13, 14 and 17, 18)

The Huffman-Conklin Company	\$14,124.00
(This bid includes items 15 and 16)	
Total	\$55,844.00
Architect's estimated cost	49,000.00

The total of the bids exceeds the estimate.....\$ 6,844.00

It is recommended that all bids be rejected; that the building be readvertised for new bids; that the Architect be instructed to revise the plans, specifications and estimates, and present the same to the Board of Trustees at its next meeting.

Respectfully submitted,
 JOS. N. BRADFORD,
 University Architect."

* * * * *

On motion of Mr. Cunningham, the recommendations of the University Architect, concerning the bids received for the Homeopathic Hospital Building, were agreed to, and the Architect was directed to revise the plans, specifications and estimates for said building and to present them to the Board of Trustees for approval at its next meeting.

* * * * *

Thereupon the Board adjourned to meet Tuesday, September 7, 1915.

Attest: CARL E. STEEB, BENJ. F. MCCANN,
Secretary. *Vice-Chairman.*

OFFICE OF THE BOARD OF TRUSTEES

THE OHIO STATE UNIVERSITY

COLUMBUS, OHIO, OCTOBER 5, 1915.

9 A. M.

The Board of Trustees met at the University in accordance with the Rules and Regulations of the Board.

Present: F. E. Pomerene, Guy W. Mallon, O. E. Bradfute, John F. Cunningham and John Kaiser.

In the absence of the Chairman and the Vice-Chairman, Mr. Mallon was selected as temporary Chairman.

* * * * *

Professor Joseph N. Bradford, University Architect, presented the completed plans, specifications and estimates for the proposed Shops Building.

Professor F. E. Sanborn, Director of the Department of Industrial Arts, requested a modification of these plans. The plans were referred back to a special committee, to be appointed by the President, for investigation and report at the afternoon session.

* * * * *

The President reported that after consultation with the Architect, it was deemed better not to revise the plans and specifications for the proposed Homeopathic Hospital Building (bids for which exceeded the estimate), but rather to revise the estimate, inasmuch as the Architect had estimated too low on heating, ventilating and plumbing, and the President recommended that in order to take care of the increased estimate, an additional appropriation be made of \$7,000.00, to be taken from the interest on the endowment.

On motion of Mr. Kaiser, the recommendation of the President was agreed to; the appropriation was made, and the revised estimate, as presented by the University Architect, was approved, and the Secretary was directed to present said plans, specifications and estimate to the State Building Commission for its approval, and if approved by it, then the Secretary was directed to give notice, as required by law, of the time and place, when and where sealed proposals will be received for furnishing the materials and performing the labor necessary for the erection of said Homeopathic Hospital Building.

* * * * *

The President presented the following items for consideration and action.

1. The following resignations were accepted:

Miss Mina Kennedy, Stenographer, Hayes Hall, effective August 25, 1915.

A. A. Benedict resigned his scholarship in the Graduate School.
Willis Lane resigned his scholarship in the Graduate School.

Carl Spurgeon Bell, Charles Russell Bennett and Miss Glenna Hesse, Graduate Assistants in the Department of Chemistry, effective September 1, 1915.

Miss Jane L. Taylor, Graduate Assistant in the Department of Psychology, effective September 1, 1915.

A. W. Blizzard, Graduate Assistant in the Department of Zoology and Entomology, effective September 1, 1915.

Mrs. Mary Beall Housel, Assistant in English, effective September 1, 1915.

Robert M. Salter, Assistant in the Department of Agricultural Chemistry, effective September 1, 1915.

Max F. Abell, Assistant in Field Crops, effective September 1, 1915.

2. Upon the recommendation of the President, the following appointments were made:

Miss Kaythryn Roeser was appointed Assistant in English, at a salary of \$550.00, as provided in the Budget, effective September 1, 1915.

H. H. Ashinger was appointed Assistant in Mechanics, at a salary of \$600.00, as provided in the Budget, effective September 1, 1915.

A. R. Gilliland was appointed Graduate Assistant in Psychology, at a salary of \$300.00, as provided in the Budget, effective September 1, 1915.

Ernest Siegfried was appointed Graduate Assistant in English, at a salary of \$300.00, as provided in the Budget, effective September 1, 1915.

Miss Ethel Jones was appointed Graduate Assistant in Chemistry, at a salary of \$300.00, as provided in the Budget, effective September 1, 1915.

E. M. Selby was appointed Graduate Assistant in American History, at a salary of \$300.00, as provided in the Budget, effective September 1, 1915.

Paul J. Dolley was appointed Graduate Assistant in Chemistry, at a salary of \$300.00, as provided in the Budget, effective September 1, 1915.

Miss Mary H. Oliver was appointed Graduate Assistant in Zoology and Entomology, at a salary of \$300.00, as provided in the Budget, effective September 1, 1915.

Miss Hannah Scofield was appointed Student Assistant in Physical Education, at a salary of \$300.00, provided in the Budget, effective September 1, 1915.

Campbell Graf was appointed Student Assistant in Physical Education, at a salary of \$300.00, provided in the Budget, effective September 1, 1915.

Glenn O. Swing was appointed Student Assistant in Mathematics, at a salary of \$300.00, provided in the Budget, effective September 1, 1915.

Robert E. Otstot was appointed Student Assistant in Industrial Arts, at a salary of \$300.00, effective September 1, 1915, and \$300.00 was transferred from the departmental appropriation for current expense to personal service.

Walter J. Pouchot was appointed Student Assistant in Mine Engineering, at a salary of \$300.00, provided in the Budget, effective September 1, 1915.

Charles W. Davis was appointed Student Assistant in Mine Engineering, for the first semester, at a salary of \$150.00, provided in the Budget, effective September 1, 1915.

Gus Lee Buller, was appointed Student Clerk in the Veterinary Hospital, at a salary of \$100.00, as provided in the Budget, effective September 1, 1915.

Miss Esther McGinnis was appointed Assistant in the Department of Home Economics, at a salary of \$750.00, provided in the Budget, effective September 1, 1915.

Dr. Karl M. Dallenbach was appointed Instructor in Psychology for the year, at a salary of \$1,600.00 as a substitute for Dr. Harry Crane who is on leave of absence, effective September 1, 1915.

R. D. McKenzie was appointed Instructor in Economics and Sociology, at a salary of \$1,200.00, provided in the Budget for the salary of Miss Emilie C. Renz, resigned, effective September 1, 1915.

G. W. Eckleberry was appointed Assistant in Economics and Sociology, at a salary of \$500.00, as provided in the Budget, effective September 1, 1915.

Miss Carrie B. Miller was appointed to a scholarship in the Graduate School, at \$250.00.

Lear H. Van Buskirk was appointed Instructor in Public Health Laboratory Methods in the Department of Public Health and Sanitation, to serve without salary.

Edgar W. Dean was appointed Comptroller in the office of the Secretary and Business Manager, at a salary of \$1,800.00 per year, effective September 1, 1915.

Harold F. Keenan was appointed Clerk in the office of the Secretary and Business Manager, at a salary of \$50.00 per month, effective September 20, 1915.

Fred Windmiller was appointed Assistant in Floriculture and Vegetable Gardening, at a salary of \$1,000.00 per year and the free use of the house and barn and ten acres of land, now leased to him, with the provision that the University shall control the use of the land, effective September 21, 1915.

3. Upon the recommendation of the President, the following increases in salary were made:

The salary of E. J. Gilbert, Instructor in Engineering Drawing, was increased \$10.00 per month, effective October 1, 1915, said increase to be charged against the appropriation for student assistant.

The salary of Miss Hazel Bratton, Typist in the office of the Secretary and Business Manager, was increased \$5.00 per month, effective July 1, 1915.

4. Upon the recommendation of the President, the following appointments and adjustments were made in the Colleges of Medicine and Dentistry:

The following staff for the Protestant Hospital was approved and adopted:

PROTESTANT HOSPITAL STAFF

VISITING STAFF

Verne A. Dodd, M. D., Chief of Staff

Surgeons

Verne A. Dodd, M. D.
John W. Means, M. D.
Carl D. Hoy, M. D.
Joseph M. Gallen, M. D., Asst.
Philip Wilson, M. D., Asst.

Genito Urinary Surgeon

John A. Riebel, M. D.

Gynecologist

Yeatman Wardlow, M. D.

Proctologist

Edwin A. Hamilton, M. D.

Orthopedist

Alexander M. Steinfeld, M. D.

Urologist

Harley O. Bratton, M. D.

Eye, Ear, Nose and Throat

John E. Brown, M. D.
Charles S. Means, M. D.
Andrew Prout, M. D., Asst.
Samuel Forsythe, M. D., Asst.

Anesthetist

Edward C. Ludwig, M. D.

Physicians

Charles W. McGavern, M. D.
Elijah J. Gordon, M. D.
Adam G. Elder, M. D., Asst.
John W. Sheetz, M. D., Asst.

Pediatricist

Elmer G. Horton, M. D.
Arthur G. Helmick, M. D., Asst.

Dermatologist

Charles J. Shepard, M. D.

Neurologist

George T. Harding, M. D.
G. W. Keil, M. D., Asst.

Obstetricians

William D. Inglis, M. D.
Andrews Rogers, M. D.
Harry H. Snively, M. D.
Charles W. Hadley, M. D., Asst.

Roentgenologist

Hugh J. Means, M. D.

Pathologist

Ernest Scott, M. D.
Jonathan Forman, M. D.

RESIDENT STAFF

Philip J. Reel, M. D.
John S. Hattery, M. D.

John T. Gibbons, M. D.
William N. Taylor, M. D.

The microscope fee of \$5.00 in the Colleges of Medicine and Dentistry was abolished, effective September 1, 1915.

E. R. Logan and M. R. Lorenzen were appointed Student Assistants in the Department of Medical Physiology, at a salary of \$125.00 each, as provided in the Budget, effective September 1, 1915.

The arrangement was approved whereby Dr. H. R. Wright shall serve in the Department of Pathology and that his salary for all services in this Department and in the Department of Physiology shall be \$1,300.00, divided \$750.00 in Physiology and \$550.00 in the Department of Pathology, effective September 1, 1915.

Dr. Irwin Bottenhorn was appointed Clinical Instructor in Dental Pathology, at a salary of \$400.00, provided in the Budget, effective September 1, 1915.

Dr. F. M. Stanton was appointed Instructor in Physiological Chemistry, for the year, at a salary of \$1,200.00, with the understanding that he will also give lectures in the junior class of the College of Dentistry, appointment effective September 1, 1915.

K. D. Multer was appointed Student Assistant in the Park Street Dispensary, at a salary of \$4.00 per week, provided in the Budget, effective October 4, 1915.

F. A. Reickhoff, was appointed Student Assistant in Dental Pathology and Histology, at a salary of \$100.00, as provided in the Budget, effective September 1, 1915.

D. V. Barrett was appointed Student Assistant in the Freshman Dental Laboratory, at a salary of \$100.00, as provided in the Budget, effective September 1, 1915.

Miss Amy C. Crane was appointed Library Attendant and Clerk in the College of Medicine, at a salary of \$50.00 per month, as provided in the Budget, effective September 20, 1915.

The resignation of Dr L. M. Herskowitz, Department of Medicine and Clinical Medicine, was accepted.

5. The following appointments were made in the College of Homeopathic Medicine:

Dr. W. B. Carpenter was appointed Lecturer on Diseases of the Nervous System, effective for the current year, without salary.

Dr. R. O. Keiser was appointed Lecturer on Pediatrics, effective for the current year, without salary.

George B. Faulder was appointed Assistant in the Department of Gynecology and Obstetrics, at a salary of \$200.00, provided in the Budget.

The appointment of four student nurses was authorized, and \$200.00 provided in the Budget was assigned for their cash remuneration.

6. Upon the recommendation of the President, the following emergency appointments were authorized and appropriations made for the various positions, as follows:

Student Assistants for the Departments of	
American History	\$ 300.00
European History	300.00
Journalism	300.00
Graduate Assistants for the Departments of	
English	600.00
Romance Languages	600.00
Assistant in Department of Animal Husbandry	500.00
Instructor in Psychology	1350.00
Physiological Chemistry (College of Medicine) extra services of Instructor	700.00
Emergency Assistance in the Department of Chemistry	600.00

Miss Hazel Beach and Homer C. Haddox were appointed Graduate Assistants in the Department of Romance Languages, in accordance with the above, at a salary of \$300.00 each, effective September 1, 1915.

L. P. McCann was appointed Assistant in Animal Husbandry, at a salary of \$500.00, effective September 1, 1915.

The President was authorized to approve appointments and arrange for the service for the remaining positions and report to the next meeting of the board.

7. Upon the recommendation of the President, the resignation of Dr. E. F. McCampbell from the Department of Bacteriology, effective July 1, 1915, was made a matter of record.

8. Upon the recommendation of the President, the salary of A. D. Taylor, Non-resident Professor of Landscape Architecture, was fixed for the year at \$500.00, with no allowance for expenses, and \$500.00 was appropriated to cover this appointment.

9. Upon the recommendation of the President, the contract with Captain Alexis Cope as Agent for the Virginia Military Lands was renewed for another year.

10. Professor J. E. Hagerty was authorized to represent the University at the inauguration of Professor F. A. McKenzie as President of Fisk University, Nashville, Tennessee, November 9, 1915, at the expense of the University.

11. The President reported the serious illness of Professor George B. Kauffman, Dean of the College of Pharmacy, and recommended that he be granted leave of absence for the year, with a salary allowance of \$1,250.00. This recommendation was approved, and Professor C. A. Dye was appointed Acting Dean for the year and \$250.00 was assigned as salary for said service.

12. Upon the recommendation of the President, the fees of the following students were remitted:

Panfilo Trombetta, Robinson Fellow.

John H. Ralls, a blind student.

Yoshohisha Kawaguchi, a student in the College of Law, for the first semester.

13. Upon the recommendation of the President, an appropriation of \$50.00 was made for current expense for the Department of Public Health and Sanitation.

14. Upon the recommendation of the President, the following changes were approved in the Department of Agricultural Extension:

The following appointments were made:

M. C. Thomas was appointed County Agent for Marion County, at a salary of \$1,200.00 per year, payable from the Smith-Lever Fund, effective September 1, 1915. Mr. Thomas was formerly County Agent in Miami County.

George R. Eastwood was appointed County Agent for Miami County, at a salary of \$600.00 per year, payable from the Smith-Lever Fund, effective September 1, 1915.

Joseph P. Hershberger was appointed County Agent for Highland County, at a salary of \$1,200.00, payable from the Smith-Lever Fund, effective September 1, 1915.

K. C. Egbert was appointed County Agent for Sandusky County at a salary of \$1,200.00, payable from the Smith-Lever Fund, effective September 1, 1915.

CLERKS FOR COUNTY AGENTS

Elwood Ward, Miami County	\$40.00	per month
Estelle I. Byrne, Montgomery County	50.00	" "
Clara Stegner, Washington County	50.00	" "
Jessie M. Haible, Trumbull County	40.00	" "
William C. Joest, Hamilton County	50.00	" "

All of the above appointments are effective as of July 1, 1915.

Miss Helen L. Bush was appointed Clerk and Stenographer in the office of the State Leader, at a salary of \$50.00 per month, effective August 15, 1915.

Miss Lillian Peters was appointed Clerk in Cow Testing, at a salary of \$50.00 per month, effective August 23, 1915.

Miss Hannah Jones was transferred from the service of the State Board of Agriculture to the service of the University as Stenographer in the division of Farmers' Institutes, at a salary of \$90.00 per month, effective September 1, 1915.

The salary of Melvin Ryder, Assistant in Publications, was made \$75.00 per month, effective October 1, 1915, the additional remuneration to be provided from the appropriation for the "Preparation of Correspondence Courses."

The following County Agents were allowed expenses for automobile maintenance, as follows, payable from the appropriation for "Expense for County Agents," Agricultural Extension, H. B. 701:

E. J. Riggs	} \$32.50 per month from July 1, 1915, to May 1, 1916, and \$30.00 per month from May 1, 1916, to July 1, 1916.
C. E. Bundy	
D. R. Vanatta	
D. W. Galehouse	
F. L. Allen	
M. C. Thomas	

M. O. Bugby } \$30.00 per month from July 1, 1915 to July
E. W. Brenneman } 1, 1916.

K. C. Egbert }
J. P. Hershberger } \$32.50 per month from September 1, 1915
Geo. R. Eastwood } to July 1, 1916

The following resignations were accepted:

Elwood Ward, Clerk, Miami County, effective August 25, 1915.
William C. Joest, Clerk, Hamilton County, effective September 18,
1915.

15. Upon the recommendation of the President, G. W. Bush, State Leader, Clark S. Wheeler, Supervisor of Movable Schools, and G. N. Dagger, of the Department of Agricultural Extension, were authorized to attend a conference of Extension Workers, to be held in St. Louis, Missouri, November 16-19, 1915.

16. The President reported the receipt of a letter from the Auditor of State notifying the University that at a meeting of the Board of Control held September 8, 1915, said Board had authorized the transfer from the appropriations made to the Agricultural Commission in H. B. No. 701, to the Ohio State University, of the following item:

F-6 Transportation\$1,400.00

17. The President reported that the Budget Commissioner had authorized the transfer of \$1,500.00 from Classification C-11 to E-8; \$5,000.00 from F-9 to E-9 and \$10,000.00 from C-8 to E-8.

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The Board recessed for luncheon.

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The Board reassembled with the same members present as were in attendance at the morning session.

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The President presented a communication from the Browning Literary Society, asking that plans and specifications be prepared for a permanent improvement near the Spring, and, on motion, this request was referred back to the President for further investigation and report.

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Professor Bradford and Professor Sanborn appeared before the Board and reported that the special committee appointed to look into the matter of the plans of the Shops Building, recommended their adoption as presented by the University Architect.

Whereupon, on motion of Mr. Pomerene, said plans, specifications and estimates were approved, and the Secretary was directed to present the same to the State Building Commission for its approval, and if approved by it, then the Secretary was directed to give notice, as required by law, of the time and place, when and where sealed proposals will be received for furnishing the materials and performing the labor necessary for the erection of said Shops Building.

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On motion of Mr. Pomerene, the first unit of the University Hospital Building, the plans of which were approved this morning, was located at the point shown on the site plan of the University, being west of Neil Avenue, on a line extended from Eleventh Avenue.

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The matter of a Dean for the College of Agriculture was referred to a special committee, consisting of Mr. Pomerene, Mr. Bradfute and Mr. Cunningham, with instructions to report its recommendations to the Board at its next meeting.

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Captain Cope presented the following applications for deeds, and, on motion, the Chairman of the Board was directed to execute the same:

Application No. 1443-1053 of Frank & Lucy Cummings for 70 acres of land in Survey No. 14633, in Pike County.

Application No. 1444-1054 of Nannie Harrison for 36½ acres of land in Survey Nos. 13440-16063, in Pike and Ross Counties.

Application No. 1445-1055 of Herbert C. Rowan for 100 acres of land in Survey No. 8171, in Clermont County.

Application No. 1446-1056 of W. S. Freeman for 113 acres of land—131 acres in Survey No. 15451 and 2 acres in Survey No. 16206, in Adams County.

Application No. 1447-1057 of Walter D. Kidder for 67.52 acres of land—42.52 acres in Survey Nos. 15885-15898 and 25 acres in Survey No. 15597, in Scioto County.

Application No. 1448-1058 of John H. Jester for 100.44 acres of land in Survey No. 8171, in Clermont County.

Application No. 1449-1059 of Philip Lovenguth for 64.25 acres of land in Survey Nos. 15885-15898, in Scioto County.

Application No. 1450-1060 of Irwin E. Garst for 115 acres of land in Survey No. 16091, in Scioto County.

Application No. 1451-1061 of Robert A. Penn for 120 acres of land in Survey No. 15585, in Pike County.

Application No. 1452-1062 of Jacob Moyer for 50 acres of land in Survey No. 8171, in Clermont County.

Application No. 1453-1063 of Henry Moyer for 31¼ acres of land in Survey No. 8171, in Clermont County.

Application No. 1454-1064 of Henry W. Harlow for 33 acres of land in Survey No. 8171, in Clermont County.

Application No. 1455-1065 of Lee & Mary Howard for 37.15 acres of land in Survey Nos. 15885-15898, in Scioto County.

Application No. 1456-1066 of Evan T. Howard for 31 acres of land in Survey Nos. 15885-15898, in Scioto County.

Application No. 1457-1067 of Henry C. Burditt for 145 acres of land in Survey Nos. 13968-13953, in Pike County.

Application No. 1458-1068 of Richard Pearce and others for 24.75 acres of land in Survey Nos. 15885-15898, in Scioto County.

Application No. 1459-1069 of C. H. Crowder for 90 acres of land in Survey No. 15830, in Scioto County.

Application No. 1460-1070 of Andrew J. Odle for 101.60 acres of land—67 acres in Survey Nos. 15396-15477 and 34.60 acres in Survey No. 15877, in Scioto County.

Application No. 1461-1071 of Thomas J. Smith for 30½ acres of land in Survey No. 15885-15898, in Scioto County.

Application No. 1462-1072 of Thomas B. McBride for 74.85 acres of land in Survey Nos. 14793-14794, in Scioto County.

Application No. 1463-1073 of G. W. Dugan for 47½ acres of land in Survey Nos. 15885-15898, in Scioto County.

Application No. 1464-1074 of W. A. Johnson for 100.57 acres of land in Survey No. 8171, in Clermont County.

Application No. 1465-1075 of J. B. Peffly for 50 acres of land in Survey Nos. 15885-15898, in Scioto County.

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The Secretary reported that the lease of the Nurses' Home, at 1630 Neil Avenue, had been renewed for a period of two years from September 1, 1915, at a rental of \$45.00 per month, payable quarterly.

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The Secretary reported also that the University had entered into a lease for the house located at 524 West Goodale Street, to be used as a free dispensary for the Col-

lege of Homeopathic Medicine, at a monthly rental of \$15.00 per month.

On motion, this action was approved.

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The Secretary reported that The Foley Greenhouse Manufacturing Company had completed its contract for the construction of Greenhouses Nos. 8, 9 and 10 for the Botany and Zoology Building, in a manner satisfactory to the University Architect, and that payment of the final estimate had been made in the amount of \$1,858.35 (including extras amounting to \$150.85).

On motion, the above action was approved.

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Thereupon the Board adjourned.

Attest: CARL E. STEEB,
Secretary.

GUY W. MALLON,
Temporary Chairman.

OFFICE OF THE BOARD OF TRUSTEES
THE OHIO STATE UNIVERSITY

COLUMBUS, OHIO, NOVEMBER 6, 1915.
9 A. M.

The Board of Trustees met at the University.

Present: Julius F. Stone, Chairman; Benj. F. McCann, F. E. Pomerene, O. E. Bradfute, John Kaiser and John F. Cunningham.

* * * * *

The President presented the following items for consideration and action:

Upon the recommendation of the President, the following appropriations were made from the equipment fund:

DEPARTMENT	AMOUNT	PURPOSE
Engineering	\$1,000.00	Experiment Station
Mechanical Engineering	5,000.00	Refrigerating Plant
Chemistry, Physics, etc.	2,000.00	Liquid Air Apparatus
Ceramic Engineering	2,000.00	Brick Kiln
Physics	250.00	Engineering Sophomore Laboratory
Anatomy	500.00	Tanks, Binocular, Microscope
St. Francis Hospital	1,800.00	X-Ray Apparatus
Pathology	227.00	Table, Objective, Lockers, Centrifuge
Medical Chemistry (Bio-Chemistry)	500.00	Ordinary discretionary
Agricultural Chemistry	500.00	Ordinary discretionary
Botany	400.00	Temperature and Light Control and Microscopes
Farm Crops	275.00	Thresher and Supplies
Animal Husbandry	255.00	Harness, Slides and Wagon
Dairy	1,000.00	Winter Course and ordinary
Agricultural Engineering	250.00	Farm Power Course and Cement Laboratory
Home Economics—Domestic Science	335.00	Electric Equipment, Ranges and Table
Domestic Art	180.00	Six Machines
Rural Economics	425.00	Adding Machine
Horticulture	1,000.00	Ordinary Equipment
Art	500.00	Ordinary Equipment and Lockers
Greek and Latin	100.00	Reflectoscopes
Psychology	1,000.00	Course 111-112, Variator, Kymograph
German	503.00	Phonetic Laboratory

The President reported that the following persons had declined appointment for the year 1915-1916:

William C. Pryce, Graduate Assistant in English.

George R. Tressel, Instructor in Operative Clinic, College of Dentistry.

L. J. Harter, Assistant in Electrical Engineering.

L. C. Neiswander, Graduate Assistant, College of Homeopathic Medicine.

S. H. Ashman, Student Assistant in Medical Physiology.

M. L. Helfrich, Student Assistant in Medical Physiology.

Peter E. Kern, Interne, St. Francis Hospital.

The President reported the following resignations and upon his recommendation the same were accepted:

Mrs. Carrie Feightner, Janitress at Hayes Hall, effective August 15, 1915.

Frederick Taylor, Janitor at the Park Street Building, effective October 1, 1915.

Upon the recommendation of the President, the following appointments were made:

Robert Arzt was appointed Clerk-Stenographer in the office of the County Agent of Hamilton County, effective October 1, 1915, at a salary of \$50.00 per month.

Howard Kirby was appointed Clerk-Stenographer in the office of the County Agent of Miami County, effective October 18, 1915, at a salary of \$40.00 per month.

Miss Florence M. Spencer was appointed Stenographer at the Judging Pavilion, effective September 13, 1915, at a salary of \$50.00 per month.

Miss Margaret W. Fisher was appointed Stenographer for the College of Homeopathic Medicine, effective September 1, 1915, at a salary of \$50.00 per month.

George C. Hayman was appointed Third Assistant in the Laboratory Supply Store, effective August 1, 1915, at a salary of \$60.00 per month.

Miss Katharine E. Conard was appointed Stenographer in the President's office for the period of five months, beginning July 26, 1915, at a salary of \$60.00 per month.

Miss Ruth M. Ford was appointed Stenographer in Hayes Hall, effective September 21, 1915, at a salary of \$50.00 per month.

Mrs. Agnes McGrail was appointed Janitress at Hayes Hall, effective September 23, 1915, at a salary of \$37.50 per month.

Clark S. Wheeler, Supervisor of Movable Schools, was appointed Director of Agricultural Extension, with a seat in the University Faculty, effective November 1, 1915, at an annual salary of \$3,600.00 for twelve months' service, the salary for the remainder of the year to be paid as follows: \$1,000 from unappropriated funds, and \$1,400.00 from the funds provided in the appropriation bill.

Alfred Vivian, Professor of Agricultural Chemistry, was elected Dean of the College of Agriculture, at an annual salary of \$4,000.00, effective November 1, 1915.

Chester M. Rose was appointed Assistant in the Department of Agricultural Chemistry, at a salary of \$600.00, payable in eight installments of \$75.00 each, beginning with November, appointment effective October 25, 1915. The above salary is provided in the budget.

Upon the recommendation of the President, the following degrees were conferred, as of the Class of 1915, as recommended by the University Faculty.

MASTER OF ARTS

John Brandeberry, B. S. (Mt. Union College)
Elizabeth Barbara Christy, B. A. (Thiel College)
Marvel Corinne Horn, B. A.
Wilmer Charles Gangloff, B. A.

MASTER OF SCIENCE

William Carleton McQuiston, B. Sc. in Agriculture
Paul C. Slater, B. Sc. in Pharmacy

DOCTOR OF MEDICINE

Carl Howard Kent

BACHELOR OF ARTS

Philip P. Bascom
Charles Earl Beatley
Boyd V. Cherry
Mary Ann Crum
Evelyn Barthell Grey
William Gelston Lawrence
Raymond James Miller
Marguerite Mitchell
Errett Morse Selby, B. Sc. in Forestry
William Orson Smith
Frank Carl Vilbrandt
Joseph Galion Willis
Lawrence Crothers Yerges

BACHELOR OF SCIENCE IN EDUCATION

Jean Hamilton Alexander
Ethel Elliott Cherington, B. A.
John B. Conard
Lillie Crethers
Mary Cornelia Dillon
Ralph Henry Durkee
Bertha Mae Hatch, B. A.
Magdalen Lewis, Ph. B.
Marlow S. Perrin
Inez Eulalia Selegue
Florence Louise Twigg
Elmira Anne Williams, B. A.

Upon the recommendation of the President, a duplicate certificate was authorized for Ray Anson Hedrick in lieu of the one destroyed by fire.

Upon the recommendation of the President, and in accordance with the action of the Board of Trustees August 4, 1914, the remuneration to the Protestant Hospital Association for services and the control of certain clinical wards in the Protestant Hospital, was increased from \$450.00 per month to \$725.00 per month for nine months of the academic year, payable from the funds available for this purpose.

Upon the recommendation of the President, \$500.00 was assigned to Dr. V. A. Dodd, Chief-of-Staff of Protestant Hospital, payment to be made in two equal installments in December and May from the funds appropriated for Protestant Hospital.

Upon the recommendation of the President, an Assistant Armorer was authorized for the Department of Military Science for the period of five months, either by the appointment of an extra person or the employment of student labor, the details to be arranged by the President and the Commandant of Cadets.

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The President presented a communication from Dr. Curtis C. Howard, Secretary of the Board of Trustees of Starling Medical College, and the same was ordered filed.

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The University Architect presented sketches for brick columns at the entrance at Neil and Eleventh Avenues, and the same were approved.

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The University Architect presented samples of brick for the Home Economics Building, University Hospital Building and the Shops Building, and the Claycraft brick was selected and approved for the above buildings.

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The Secretary reported that H. C. McCall had completed his contract for the construction of the tunnel from the Botany and Zoology Building to Eleventh Avenue, in a manner satisfactory to the Superintendent of Buildings and Grounds, and payment of the final estimate in the amount of \$2,145.50 was approved and authorized.

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Thereupon the Board adjourned.

Attest: CARL E. STEEB,
Secretary.

JULIUS F. STONE,
Chairman.

OFFICE OF THE BOARD OF TRUSTEES

THE OHIO STATE UNIVERSITY

COLUMBUS, OHIO, NOVEMBER 15, 1915.

8 P. M.

The Board of Trustees met at the Neil House pursuant to the call of the Chairman.

Present: Julius F. Stone, Chairman; F. E. Pomerene, Benj. F. McCann and O. E. Bradfute.

* * * * *

The President reported that at twelve o'clock noon, in accordance with advertisement, bids were received, opened and publicly read, according to law, for the Homeopathic Hospital Building and the Shops Building, and found to be as follows:

HOMEOPATHIC HOSPITAL BUILDING

GENERAL CONTRACT

Cullen & Vaughn	Items 1 to 14 inclusive	and 17, 18	\$43,926.00
Franklin Construction Co.	" 1 to 14	" and 17, 18	43,224.00
D. W. McGrath	" 1 to 14	" and 17, 18	41,385.00
James H. Wells	" 1 to 14	" and 17, 18	48,549.00
Robert H. Evans & Co.	" 1 to 14	" and 17, 18	40,470.00
L. C. Herschler	" 1 to 14	" and 17, 18	42,347.00
Dawson Construction Co.	" 1 to 14	" and 17, 18	39,890.00
The Roche-Bruner Co.	" 1 to 14	" and 17, 18	44,940.00
Ernest Kroemer	" 1 to 14	" and 17, 18	44,699.00

The bid of the Carroll Blake Construction Company, Birmingham, Alabama, was received too late for consideration.

HEATING & VENTILATING, PLUMBING, GAS FITTING AND SEWER

The Huffman-Conklin Co.	Items 15 and 16	\$13,298.00
Fitzpatrick & Hoepfner	" 15 and 16	13,970.00
The Wm. H. Conklin Company	" 15 and 16	15,194.00

AUTOMATIC TEMPERATURE REGULATION

American Regulator Company	\$ 1,634.00
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ELECTRICAL WORK

The Avery-Loeb Electric Company.....	Item 12	\$ 1,618.00
The Sackett Mine Supply Company.....	" 12	1,115.00

SHOPS BUILDING

GENERAL CONTRACT

Cullen & Vaughn	Items 1 to 12 inclusive and 15, 16, 17, 18	\$ 96,278.00
Franklin Construction Co.	" 1 to 12 " " 15, 16, 17, 18	91,074.00
D. W. McGrath	" 1 to 12 " " 15, 16, 17, 18	94,885.00
James H. Wells	" 1 to 12 " " 15, 16, 17, 18	102,898.00
E. E. Becket	" 1 to 12 " " 15, 16, 17, 18	99,420.00
E. E. Becket	" 1 to 18 inclusive	118,500.00
Robert H. Evans & Co.	" 1 to 12 " " 15, 16, 17, 18	97,291.00
F. H. Nichol	" 1 to 12 " " 15, 16, 17, 18	106,400.00
Dawson Construction Co.	" 1 to 12 " " 15, 16, 17, 18	84,625.00
F. W. Mark Construction Co. ...	" 1 to 12 " " 15, 16, 17, 18	112,420.00
The Roche-Bruner Co.	" 1 to 12 " " 15, 16, 17, 18	102,594.00
W. C. Handsby & Son	" 1 to 12 " " 15, 16, 17, 18	95,075.00

The bid of the Carroll Blake Construction Company, Birmingham, Alabama, was received too late for consideration.

HEATING & VENTILATING, PLUMBING, GAS FITTING AND SEWER

The Huffman-Conklin Co.	Items 13 and 14	\$17,781.00
Fitzpatrick & Hoepfner	" 13 and 14	17,975.00
The Wm. H. Conklin Co.	" 13 and 14	19,964.00

AUTOMATIC TEMPERATURE REGULATION

American Regulator Co. Regulation valve on supply and return for each radiator	\$ 2,565.00
Regulation valve on supply only, with check valve on return of each radiator	1,785.00

ELECTRICAL WORK

The Avery-Loeb Electric Co.	Item 11	\$ 2,316.50
The Sackett Mine Supply Co.	" 11	2,385.00

The above bids were referred to the University Architect for examination and report.

* * * * *

The President presented the following items for consideration and action.

Upon the recommendation of the President, the following readjustment was made in the Department of Physiology, namely: \$250.00 was assigned to Russell L. Mundhenk for teaching in Histology, effective September 1, 1915, making his total remuneration \$500.00 for the year, the payment of the above \$250.00 to be made from the balance remaining in the appropriation in the Budget for the salary of Dr. H. R. Wright.

Upon the recommendation of the President, the remuneration of E. J. Riggs, County Agent in Washington County, was increased \$200.00, making a total of \$800.00 per year on a basis of twelve months, said increase to be paid from the Federal Smith-Lever Fund, effective October 1, 1915.

Upon the recommendation of the President, the following appointments were made:

C. T. Conklin was appointed Student Assistant in the Department of Animal Husbandry, at a salary of \$250.00, effective September 1, 1915.

Miss Rose Hughes was appointed to a Graduate Scholarship, effective September 1, 1915.

Miss Alice Hock was appointed Stenographer for half time service to the Department of Agricultural Extension, at \$25.00 per month, payable from Extension funds; also for half time service to the Entrance Board at \$25.00 per month, making a total salary of \$50.00 per month, effective October 11, 1915.

Andrew J. Townsend and William F. Krayner were appointed Student Assistants in the Department of American History, at a salary of \$135.00 each, effective October 1, 1915.

Miss Mabel E. Goudge was appointed Instructor in Psychology for the current year at a salary of \$1,200.00, beginning October 1, 1915.

Miss Sarah Fulton and Miss Martha Bower were appointed probationary student nurses in the Training School for Nurses of the College of Homeopathic Medicine, effective September 27, 1915, compensation to be \$50.00 each for the first year, provided in the Budget.

John W. Rees and J. Virgil Lowe were appointed Student Assistants in the Department of Military Science and Tactics, at a salary of \$30.00 per month each, payable from the funds given by Professor Edward Orton and Mr. Ralph D. Mershon. The appointment of Mr. Rees is effective September 1, 1915, and the appointment of Mr. Lowe is effective October 1, 1915.

Evan L. Mahaffey was appointed Graduate Assistant in the Department of Chemistry, at a salary of \$30.00 per month, beginning with the month of November, 1915.

Upon the recommendation of the President, the resignation of Melvin Ryder, Assistant in Publications of the Agricultural Extension Service, was accepted, effective November 1, 1915.

Upon the recommendation of the President, the following persons were granted the degrees indicated, as of the Class of 1915, as recommended by the University Faculty:

BACHELOR OF ARTS

Verner Leslie Finley
Louis Eugene Szendery, B. Sc. in Pharmacy

BACHELOR OF SCIENCE IN EDUCATION

Ursula Anne Minton, B. A.

BACHELOR OF LAWS

Homer Campbell Corry, A. B. (Antioch College)
Lee Charles Hinslea

* * * * *

The University Architect reported as follows concerning the bids received for the Homeopathic Hospital Building:

"Columbus, O., November 15, 1915.

MR. C. E. STEEB, *Secretary*,
Board of Trustees,
Ohio State University.

DEAR SIR:

From an examination of the bids received for the Hospital Building the following bids are recommended:

Dawson Construction Company.....	\$39,890.00
If stone is used in place of terra cotta, deduct....	100.00

\$39,790.00

This bid includes items 1, 2, 3, 4, 5, 6,
7, 8, 9, 10, 11, 12, 13, 14 and 17, 18.

The Huffman-Conklin Company.....	\$13,298.00
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This bid includes items 15 and 16.
American temperature regulation system and B. F. Sturtevant Company's air-washer included in this bid.

Architect's estimate.....	\$53,088.00
Bid below the estimate.....	\$56,000.00
	\$ 2,912.00

The above bids include all items of the drawings, specifications and estimate, and comply with all requirements.

It is recommended that the contracts be awarded to the above parties.

Respectfully submitted,

JOS. N. BRADFORD,
University Architect."

* * * * *

On motion of Mr. McCann, the general contract for the Homeopathic Hospital Building was awarded to the Dawson Construction Company, Pittsburgh, Pennsylvania, at its bid of Thirty-nine thousand, eight hundred and ninety dollars (\$39,890.00), as recommended by the University Architect, said bid being the lowest bid received for the items covered.

* * * * *

On motion of Mr. Bradfute, the contract for the Heating & Ventilating, Plumbing, Gas Fitting and Sewer for the Homeopathic Hospital Building was awarded to the Huff-

man-Conklin Company at its bid of Thirteen thousand two hundred and ninety-eight dollars (\$13,298.00), as recommended by the University Architect, said bid being the lowest one received for the items covered.

* * * * *

The University Architect reported as follows on the bids received for the Shops Building:

"Columbus, O., November 15, 1915.

MR. C. E. STEEB, *Secretary*,
Board of Trustees,
Ohio State University.

DEAR SIR:

From an examination of the bids received for the construction of the Shops Building, the following bids are recommended:

Dawson Construction Company..... \$ 84,625.00

This bid includes items 1, 2, 3, 4, 5, 6,

7, 8, 9, 10, 11, 12 and 15, 16, 17, 18.

The Huffman-Conklin Company..... \$ 17,731.00

This bid includes items 13 and 14.

\$102,356.00

Architect's estimate..... \$117,600.00

Total bids below the estimate..... \$ 15,244.00

The above bids include all items of the drawings, specifications and estimate and comply with all requirements.

It is recommended that the contracts be awarded to the above parties.

Respectfully submitted,

JOS. N. BRADFORD,
University Architect."

* * * * *

On motion of Mr. Pomerene, the general contract for the Shops Building was awarded to the Dawson Construction Company, Pittsburgh, Pennsylvania, at its bid of Eighty-four thousand, six hundred and twenty-five dollars (\$84,625.00), in accordance with the recommendation of the University Architect, said bid being the lowest one received for the items covered.

* * * * *

On motion of Mr. Bradfute, the contract for the Heating & Ventilating, Plumbing, Gas Fitting and Sewer for the Shops Building was awarded to The Huffman-Conklin Company at its bid of Seventeen thousand, seven hundred

and thirty-one dollars (\$17,731.00), it being the lowest bid received for the items covered.

* * * * *

The President reported that Hitchings & Company had completed the contract for Greenhouses Nos. 1, 1-A, 1-B, 1-C and 3 for the Horticulture and Forestry Building in a manner satisfactory to the University Architect who recommended the acceptance of the work and payment of the final estimate in the amount of \$2,243.25, which amount includes extras amounting to \$213.20.

On motion, the work was accepted, the extras were approved and payment of the final estimate was authorized.

* * * * *

Thereupon the Board adjourned.

Attest: CARL E. STEEB, JULIUS F. STONE,
Secretary. *Chairman.*

* * * * *

OFFICE OF THE BOARD OF TRUSTEES
THE OHIO STATE UNIVERSITY

COLUMBUS, OHIO, DECEMBER 7, 1915.

9 A. M.

The Board of Trustees met at the University in accordance with the Rules and Regulations of the Board.

Present: Julius F. Stone, Chairman; Guy W. Mallon, John Kaiser and John F. Cunningham.

* * * * *

The President presented a request for an appropriation for the Ohio Journal of Science. After discussion it was decided that the University should start a journal for the publication of scientific articles prepared by the Faculty, and the President was directed to submit to the Board

at a future meeting a plan for the organization of such a publication.

* * * * *

On motion of Mr. Mallon, \$1,000.00 was appropriated from unappropriated funds to be used to defray expenses connected with the meeting of the American Association for the Advancement of Science to be held at the University during the Christmas holidays.

* * * * *

The President presented the following items for consideration and action:

Upon the recommendation of the President the following appropriations were made:

\$53.60 was appropriated for maps for the Department of Biblical History and Literature, to be charged against the equipment fund.

\$150.00 was appropriated for student assistants in the Department of Farm Crops, effective October 1, 1915.

\$200.00 was appropriated for special engineering lectures, as requested by the Faculty of the College of Engineering.

\$65.00 was appropriated to the Department of Animal Husbandry from the equipment fund, to be used for the purchase of apparatus for graduate work, as outlined in the letter of Professor Plumb, under date of November 15, 1915.

\$3750.00 was assigned for salaries of Graduate Fellows and Graduate Scholars appointed at previous meetings, from the fund of \$10,000.00 appropriated to the Graduate School.

Upon the recommendation of the President, the following resignations were accepted:

Henry Prill, Assistant in the Clinical Laboratory, College of Homeopathic Medicine, effective October 1, 1915.

H. A. Minthorn, Assistant in the Department of Physiology, effective October 1, 1915.

Professor A. G. McCall, Department of Agronomy, effective June 30, 1916.

Miss Lora James, Stenographer in the Department of Agricultural Extension, effective December 1, 1915.

Robert Hall, Janitor Biological Building, effective December 1, 1915.

Upon the recommendation of the President, the following appointments were made:

R. V. Hadley was appointed Assistant in the Clinical Laboratory, College of Homeopathic Medicine, effective October 1, 1915, at a salary of \$450.00 and room in the Homeopathic Dispensary Building on West Goodale Street.

Julius E. Severin was appointed Assistant in the Department of Physiology, effective October 1, 1915, at a salary of \$25.00 per month.

R. E. Crouch was appointed Student Assistant in the accounting laboratory in the Department of Rural Economics in the Three-Year Course in Agriculture, from October to March, at a salary of \$35.00 per month, effective October 11, 1915.

George M. Trautman was appointed Instructor in Physical Education, at a salary of \$1400.00 per year, effective December 1, 1915.

Miss Hannah Jones was appointed Secretary of Farmers' Institutes, at a salary of \$1200.00 per year, effective January 1, 1916.

Miss Margaret McMillan was appointed Stenographer in the Department of Agricultural Extension, at a salary of \$600.00 per year, effective December 1, 1915.

Miss Ethel C. Schramm was appointed Stenographer in the Department of Agricultural Extension, at a salary of \$600.00 per year, effective December 6, 1915.

Charles J. Hufnagel was appointed Assistant in Bacteriology and Serum Therapy, College of Medicine, at a salary of \$450.00 for the current year.

R. S. Haines was appointed Pharmacist at the State Street Dispensary, at a salary of \$4.00 per week, effective November 6, 1915.

Mrs. Mabel Clum was appointed Typist in the Stores and Receiving Department, at a salary of \$55.00 per month, effective December 10, 1915.

Edmund Millfelt was appointed Stenographer in the Department of Operation and Maintenance, at a salary of \$600.00 per year, effective November 8, 1915.

S. T. Brooks was appointed Janitor at the Biological Building, at a salary of \$660.00 per year, effective December 1, 1915.

E. R. Muse was appointed Janitor at the Park Street Building, at a salary of \$540.00 per year, effective October 21, 1915.

Miss Marguerite Lewis was appointed Stenographer in the office of the Secretary and Business Manager, at a salary of \$50.00 per month, effective November 18, 1915, and \$310.38 was appropriated to meet this appointment.

Mrs. Alma B. Veazey was appointed Stenographer at the Physics Building, vice Miss Jessie Bush, resigned, at a salary of \$50.00 per month, effective November 10, 1915.

Upon the recommendation of the President, a salary of \$175.00 each was assigned to Drs. A. G. Elder and J. W. Sheetz, Department of Medicine and Clinical Medicine, for the current year, payable from unappropriated funds.

Upon the recommendation of the President, the following advisory Council was appointed for the Engineering Experiment Station, as provided in the Statutes:

Professor E. F. Coddington, Acting Director for the year.

3 years:

Professor C. E. Sherman
Professor J. R. Withrow

2 years:

Professor W. T. Magruder
Professor D. J. Demorest

1 year:

Professor A. D. Cole
Professor F. C. Caldwell.

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Captain Cope presented the following applications for deeds, and, on motion, the Chairman of the Board was directed to execute the same:

Application No. 1466-1076 of William Case for 75.17 acres of land in Survey No. 15898, in Scioto County.

Application No. 1467-1077 of Henry Saylor for 50 acres of land in Survey No. 15730, in Scioto County.

Application No. 1468-1078 of George A. Miller for 48.75 acres of land in Survey No. 15585, in Pike County.

Application No. 1469-1079 of Emma P. Hotchkiss et al for 150 acres of land in Survey No. 15589, in Scioto County.

Application No. 1470-1080 of Emma Letty Bagwell and Annie Rebecca Perkinson for 100 acres of land in Survey No. 15830-15836 and 15830, in Scioto County.

Application No. 1471-1081 of John L. Praither for 174.25 acres of land in Survey No. 13843, in Scioto County.

Application No. 1472-1082 of Benj. F. Manley for 78 acres of land in Survey No. 15763 and 40 acres of land in Survey No. 16166, in Pike County.

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On motion, the President was directed, after conferring with Dr. Wingert, to make a recommendation for an additional appropriation for the department of Student Health Service to the Board at its next meeting.

* * * * *

The claim of the Hocking Valley Railway Company for damages incurred by derailment of engine was referred to the President and Secretary with power.

The Secretary was authorized to issue the December vouchers for salaries before Christmas.

* * * * *

The Secretary presented a lease with option of purchase, prepared by Louisa Hess Brown, covering the so-called Hess land, for a period of three years, commencing on the first day of April, 1915, and ending on the thirty-first day of March, 1918, the rental for this period to be \$1,650.00 and if the option of purchase is exercised the purchase price to be \$61,000.00.

On motion, the Chairman and Secretary were authorized to execute said lease with option of purchase, and the Secretary was directed to have said lease recorded in the records of Franklin County.

* * * * *

The Secretary reported the completion of the Neil Avenue Roadway by the Cleveland Trinidad Paving Company and the payment of the final estimate in the amount of \$2,446.72 was authorized.

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The Secretary presented a communication from the University Architect, showing the necessity for extra excavation and concrete foundation for the Home Economics Building.

On motion, the above mentioned extras were authorized in the amount of \$1,000.00.

* * * * *

Upon the recommendation of the University Architect, the Secretary was directed to incorporate in the contract of the Shops Building an additional bay thirteen feet in length to the north wing of the building, at an additional cost of \$1,200.00 as contained in alternate "B" of the bid of the contractor.

* * * * *

The President was directed to appoint a stenographer for the use of the Graduate School and the Summer Session Board.

Mr. Mallon presented the following resolution which was unanimously adopted:

"WHEREAS, the Board of Trustees at its meeting held August 13, 1915, passed the following resolution:

'RESOLVED, That the Board of Trustees authorize the organization of a College of Commerce and Administration based on two years of college work as represented in the several colleges of the University, and, further, that this resolution be referred to the University Faculty with instructions to take the necessary steps to present during the present year a course of study for approval and adoption,' and,

"WHEREAS, the courses of study in said college should be adopted at an early date in order that proper announcement thereof may be made in the forthcoming University Bulletin, to the end that such college may be inaugurated at the opening of the Fall term 1916;

"THEREFORE, We request the Faculty to report forthwith for our approval the courses to be included in the curriculum of the College of Commerce and Administration, together with the courses to be withdrawn from the College of Arts, together with such other adjustments as may be necessary."

* * * * *

Thereupon the Board adjourned.

Attest: CARL E. STEEB,
Secretary.

JULIUS F. STONE,
Chairman.

OFFICE OF THE BOARD OF TRUSTEES

THE OHIO STATE UNIVERSITY

COLUMBUS, OHIO, JANUARY 4, 1916.

The Board of Trustees met at the University at 9 o'clock A. M.

Present: Julius F. Stone, Chairman; Benj. F. McCann, F. E. Pomerene, John Kaiser and John F. Cunningham.

* * * * *

Mr. F. O. Schoedinger appeared before the Board and made a statement in regard to using the Barrett Specification Roof on the new buildings about to be constructed.

Mr. Schoedinger was requested to present in writing, his statement of facts for consideration by the Trustees at their next meeting.

* * * * *

Dean J. V. Denney, Professor J. E. Hagerty and Professor J. E. Leighton, a committee appointed by action of the University Faculty, appeared before the Board to discuss the organization of the College of Commerce and Business Administration.

After some discussion, the entire matter was referred back to the committees represented, with instructions to submit to the President, on or before January 13, 1916, a written report of their views on the organization of the College.

If a division of opinion should exist, then a minority as well as a majority report shall be submitted.

The committee was also directed to be in readiness to appear before the Board at its next meeting, January 14th, in case the Board should so desire.

* * * * *

Upon the recommendation of the President, the following amendment was made in the fees for the College of Dentistry, effective July 1, 1916, at which date the dental course will become a four year course; the fees for the first year to be \$30.00 per year; the fees for the second, third and fourth years to remain as established August 13, 1915, namely: \$100.00 per year, with a non-returnable deposit of \$50.00 per year.

The President reported that upon his order the action in May, 1915, concerning the diploma fee in the College of Medicine and the College of Dentistry had been suspended for the year 1914-1915, because of the understanding that the \$150.00 already paid covered all fees, and recommended that the diploma fee of \$5.00 be collected from graduates in the College of Medicine and in the College of Dentistry, effective at Commencement 1916. This recommendation was agreed to.

Mr. Mallon, Mr. Pomerene and President Thompson were appointed a committee, with power, to prepare and enter into a contract with Captain Alexis Cope for the preparation of a history of The Ohio State University.

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A leave of absence of two weeks was granted to Dr. D. S. White, in order that he might deliver a series of lectures at the University of Minnesota and at the the University of Wisconsin.

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G. A. Bricker, Assistant Professor of Agricultural Education, was granted a leave of absence to deliver a series of lectures at Syracuse University.

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The President and Secretary were appointed a committee to prepare a suitable certificate to be furnished by the University to the alumni of the Colleges of Medicine and of the College of Dentistry, and to present said certificate to the Board for approval.

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Mr. Pomerene and the President were appointed a committee to arrange for special lectures for the College of Law and to report back to the Board their recommendations thereon.

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Upon the recommendation of the President, the following degrees were granted as of the Class of 1915, as recommended by the University Faculty:

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MASTER OF ARTS

Mary Helen Griest, B. Ph. (Wooster University)
Guy D. Swartzel, A. B. (Otterbein University)

BACHELOR OF SCIENCE IN AGRICULTURE

Wilber Waight Canaga
Robert Logan Fleming
Samuel Frank Hinkle, B. Sc. (Muskingum College)
Samuel Clarence Plank

BACHELOR OF SCIENCE IN FORESTRY

Henry Dale Sheetz

BACHELOR OF SCIENCE IN EDUCATION

Annie Marie Anderson, B. A.

BACHELOR OF SCIENCE IN HOME ECONOMICS

Ethel Olive Alexander

DOCTOR OF MEDICINE

Perry Lee Helmick

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The President presented the following items for consideration and action:

Upon the recommendation of the President, A. P. Weiss, Assistant Professor of Psychology, was granted leave of absence for the second semester of the current year, without salary.

Upon the recommendation of the President, \$900.00 was appropriated and made available for the District Nursing Association for dispensary service at the State Street and Park Street Dispensaries.

Professor D. J. Dmorest was granted the use of Room 113, Lord Hall, for personal professional service, with the understanding that he make coal and other chemical analyses for the University at cost to him, providing that the University uses at least \$500.00 worth of service per year.

Upon the recommendation of the President, the sum of \$80.00, from the funds for the Graduate School, was assigned to the Department of Physics for the use of Professor F. C. Blake in research work.

The President reported that, in accordance with instructions received at the last meeting of the Board of Trustees, he had advised with the officers of the Ohio State University Scientific Society regarding the publication of the Ohio Journal of Science by the University, and upon his recommendation the publication of this journal by the University was authorized, and an appropriation of \$500.00 was made for this purpose.

Upon the recommendation of the President, the following appointments were made:

Percy Ford Swindle, Ph. D., was appointed Instructor in the Department of Psychology for the second semester, at a compensation of \$850.00 for the semester.

Mrs. Pansy Higbee Bock was appointed Graduate Assistant in the Department of European History, effective November 30, 1915, to be paid from the money assigned to the Department for Student Assistants.

William F. Bruce was appointed Instructor in Farm Crops for the Winter Course, at a salary of \$300.00 for the eight weeks.

Martin Caughlin was appointed carpenter, vice P. S. Neth, retired, effective October 1, 1915, at a salary of \$1,100.00 per year.

Upon the recommendation of the President, the salaries of A. B. Bergman, Editor-in-Chief, and F. D. Richards, Business Manager, of the "Ohio State Lantern," were made \$500.00 instead of \$300.00 for the current year, payment beginning January 1, 1916, to be adjusted to meet this total. An appropriation of \$400.00 was made to meet the above increases.

Upon the recommendation of the President, the wages of Aloysius Zierhut of the Printing Plant were increased \$3.00 per week, effective December 1, 1915.

Upon the recommendation of the President, the following unused salary balances were cancelled:

Agricultural Chemistry.....	\$2,800.00
Principles and Practice of Education.....	700.00
School Administration.....	250.00
Pathology—College of Medicine.....	60.00
Dean, College of Agriculture	1,800.00
Dean, College of Pharmacy.....	500.00
University Architect's Office.....	4,350.00

The President presented the Budget for the Summer Session of 1916, and upon his recommendation it was approved and adopted as presented:

AGRICULTURAL CHEMISTRY

George M. McClure	Instructor	\$200.00
F. J. Salter	Instructor	240.00

AMERICAN HISTORY

G. W. Knight	Professor	425.00
A. M. Schlesinger	Assistant Professor	400.00

ANIMAL HUSBANDRY

J. S. Coffey	Assistant Professor	200.00
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BACTERIOLOGY

Charles B. Morrey	Professor	425.00
Vera M. McCoy	Instructor	120.00

BOTANY

W. G. Stover	Assistant Professor	320.00
E. N. Transeau	Professor	400.00

CHEMISTRY

Wm. McPherson	Professor	425.00
W. E. Henderson	Professor	400.00
C. E. Boord	Assistant Professor	150.00
J. W. Shipley	Assistant Professor	300.00
R. C. Hummell	Instructor	240.00
Gebhard Stegeman	Assistant	140.00
	Assistant	50.00

DAIRYING

Oscar Erf	Professor	50.00
O. C. Cunningham	Assistant Professor	150.00

ECONOMICS AND SOCIOLOGY

M. B. Hammond	Professor	160.00
O. C. Lockhart	Professor	320.00
		320.00
T. L. Harris	Professor (Miami Univ.)	400.00

ENGINEERING DRAWING

Robert Meiklejohn	Assistant Professor	360.00
O. E. Williams	Assistant Professor	300.00
Carl L. Svensen	Instructor	240.00

ENGLISH

J. V. Denney	Professor	425.00
W. L. Graves	Professor	400.00
E. L. Beck	Assistant Professor	400.00
J. F. Craig	Instructor	200.00
E. W. Wiley	Instructor	200.00

EUROPEAN HISTORY

W. H. Siebert	Professor	425.00
R. H. McLean	Instructor (Univ. of Mich.)	...	300.00

FARM CROPS

F. W. Stemple	Instructor	200.00
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GEOLOGY

J. E. Carmen	Professor (Univ. of Cincinnati)	400.00
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GERMAN

B. A. Eisenlohr	Professor	400.00
Sarah T. Barrows	Assistant Professor	150.00
Ludwig Lewisohn	Assistant Professor	400.00
H. C. Keidel	Instructor	320.00

GREEK

G. M. Bolling	Professor	225.00
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HISTORY OF EDUCATION		
L. F. Anderson	Professor	425.00
S. L. Eby	Professor (Dept. Pub. Instr.).	400.00
LATIN		
W. S. Elden	Professor	400.00
G. M. Bolling	Professor	200.00
MANUAL TRAINING		
E. L. Usry	Assistant Professor	400.00
R. E. Smith	Assistant	200.00
MATHEMATICS		
S. E. Rasor	Professor	200.00
G. N. Armstrong	Professor (O. W. U.)	400.00
C. L. Arnold	Associate Professor	340.00
C. J. West	Assistant Professor	150.00
MUSIC		
W. W. Campbell	Director (Westminster Col- lege)	425.00
E. F. Hearn	Professor (Westminster Col- lege)	150.00
PHILOSOPHY		
J. A. Leighton	Professor	425.00
PHYSICAL EDUCATION		
L. W. St. John	Professor	300.00
J. W. Wilce	Professor	300.00
F. R. Castleman	Professor	300.00
	Additional Instruction	565.00
PHYSICS		
S. J. Barnett	Professor	400.00
F. C. Blake	Professor	150.00
H. G. Heil	Instructor	300.00
PHYSIOLOGY		
A. M. Bleile	Professor	425.00
E. P. Durrant	Assistant Professor	150.00
POLITICAL SCIENCE		
H. R. Spencer	Professor	425.00
PRINCIPLES OF EDUCATION		
		400.00
PSYCHOLOGY		
Rudolf Pintner	Assistant Professor	400.00
A. P. Weiss	Assistant Professor	340.00
J. E. Evans	Instructor	320.00
J. W. Bridges	Instructor	320.00
C. W. Bock		150.00

ROMANCE LANGUAGES AND LITERATURE

B. L. Bowen	Professor	425.00
C. A. Bruce	Professor	400.00
G. S. Chapin	Assistant Professor	300.00

RURAL ECONOMICS

P. L. Vogt	Professor	425.00
	SCHOOL ADMINISTRATION		
S. W. Brown	Professor	425.00
C. C. McCracken	Professor (Western College for Women)	425.00
			400.00

ZOOLOGY

W. M. Barrows	Assistant Professor	400.00
W. J. Kostir	Instructor	150.00
	ADMINISTRATIVE AND SPECIAL	
M. B. Evans	Director	500.00
C. F. Kelley	Six lectures on Art	150.00
F. P. Graves	One week—\$200, plus expenses, \$50.....	250.00
Chas. H. Judd	One day—\$50, plus expenses, \$25	75.00
Coburn Players	Stage, seating, wiring	100.00

	Total	\$24,965.00
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Thereupon the Board adjourned to meet Friday, January 14, 1916, at 7:30 P. M. at the Neil House.

Attest: CARL E. STEEB,
Secretary.

JULIUS F. STONE,
Chairman.

NEIL HOUSE

COLUMBUS, OHIO, JANUARY 14, 1916.

The Board of Trustees met pursuant to adjournment.

Present: Julius F. Stone, Chairman; Guy W. Mallon, F. E. Pomerene, O. E. Bradfute and John Kaiser.

* * * * *

The Secretary presented a report from the Secretary of the Faculty, under date of January 13, 1916, advising that at a meeting of the University Faculty held January

12, 1916, the Faculty expressed its approval of the organization of a College of Business Administration, with a two year course based upon two years of work in any other college of the University as a prerequisite.

The Faculty recommended further that courses in Public Service, Social Service and in Journalism be organized in the same college, and that the name be the College of Business Administration.

The Faculty recommended further that a five year combination course in Arts-Business Administration, similar to the existing Arts-Law, Arts-Agriculture and Arts-Engineering Courses, be established.

Upon motion of Mr. Mallon, the report from the Faculty was approved, with the suggestion that the committee be instructed to reconsider the name of the new college.

* * * * *

The President submitted the following items for consideration and action:

Upon the recommendation of the President, the following resignations were accepted:

Dr. S. T. Forsythe, Assistant in Rhino-Laryngology, College of Medicine, effective January 14, 1916.

A. D. Kilmer, Instructor in Civil Engineering, effective at the end of the present semester.

John Vanatta, campus man, effective November 30, 1915.

Upon the recommendation of the President, Professor Charles F. Kelley, Department of Art, was authorized to attend the annual meeting of the College Art Association to be held at the University of Pennsylvania, April 21-22, 1916, and to visit four eastern institutions for the purpose of inspecting the work done in art, the trip to be made at the expense of the University, subject to the approval and authority of the State Emergency Board.

Upon the recommendation of the President, Professor Joseph S. Myers, Department of Journalism, was authorized to attend the annual meeting of the Teachers of Journalism, at Lawrence, Kansas, during the Easter vacation, the trip to be made at the expense of the University, subject to the approval and authority of the State Emergency Board.

Upon the recommendation of the President, Dr. W. J. Means, Dean of the College of Medicine, was authorized to attend the meetings of the Council on Medical Education and of the Council on Health and Public Instruction of the American Medical Association,

to be held at Chicago, Illinois, February 7 and 8, 1916, the trip to be made at the expense of the University, subject to the approval and authority of the State Emergency Board.

Upon the recommendation of the President, an additional engineer was authorized in the Power House, from now until June 30, 1916, salary at the rate of \$1,000.00 per annum, and \$458.00 was appropriated to meet this appointment.

Upon the recommendation of the President, an appropriation of \$368.70 was made to cover the salary of Mrs. Mabel Clum, who was appointed to the position of Typist in the Stores and Receiving Department at the December meeting; also an appropriation of \$350.00 to cover the compensation assigned to Drs. A. G. Elder and J. W. Sheetz of the Department of Medicine and Clinical Medicine.

* * * * *

The Secretary reported that the American Engineering Company had completed its contract for the erection of One-5 Retort Underfeed Automatic Stoker in the Boiler House, in a manner satisfactory to the Engineer, and that payment of the final estimate had been made in the amount of \$394.00.

* * * * *

Thereupon the Board adjourned.

Attest: CARL E. STEEB,
Secretary.

JULIUS F. STONE,
Chairman.

OFFICE OF THE BOARD OF TRUSTEES

THE OHIO STATE UNIVERSITY

COLUMBUS, OHIO, FEBRUARY 8, 1916.

9 A. M.

The Board of Trustees met at the University in accordance with the rules.

Present: Julius F. Stone, Chairman; F. E. Pomerene, Guy W. Mallon, O. E. Bradfute, Benj. F. McCann, John F. Cunningham and John Kaiser.

* * * * *

President Thompson submitted the following communication to the Board in regard to research professorships:

"I desire to present for future consideration and action by the Trustees, a proposal to establish and maintain one or more research professorships. The purpose in such a plan would be to provide for the setting aside to scientific research selected men recognized for their ability to pursue such studies with efficiency and in the scientific spirit.

"In support of this proposal it may be said that a real university should exercise several functions: first, the teaching function, chiefly for the benefit of leadership and guidance to students; second, the research function in a limited measure as is practicable among men whose chief business is teaching; and third, the development of science and learning for the purpose of widening the horizon and confirming the truth upon which all scholarship and progress are based.

"The Ohio State University—by the terms of the Act of 1862, and all subsequent legislation by the Federal Government and the State of Ohio—is committed to applied science and to a helpful relation to all the industries of the state. No field could be more attractive to the investigator with original power. In my opinion the University will not have measured up to its opportunity until it shall have made provision for a limited number of scholars to devote their chief energies to the work of research while relieved from the ordinary routine of teaching. At the heart of the University is the scholar, the most important asset of the university or the state. Before this scholar should open the opportunity for untiring research in the fields of learning.

"From time to time the University should set apart capable men to this work. Nothing that I know of would do more to strengthen the University or to dignify its relation to the state. The encouragement thus offered to oncoming scholars among us would be a great stimulus to every department of study now organized in the University."

On motion of Mr. Pomerene, the Trustees unanimously approved the principle of research professorships as outlined by the President, and requested him to submit to the Board at a subsequent meeting a plan for its operation.

* * * * *

The President presented a report from the Secretary of the University Faculty, advising the Trustees that at a meeting of the University Faculty held February 4, 1916, the name of the College of Business Administration was reconsidered and the name was changed to read "College of Commerce and Journalism."

At the same meeting the Faculty approved the report of the Committee on Instruction covering the curricula of the above named college.

On motion, the report of the Faculty was approved and adopted.

* * * * *

The President submitted the following items for consideration and action:

Upon the recommendation of the President, the following resignations were accepted:

Garland A. Bricker, Assistant Professor of Agricultural Education, effective February 1, 1916.

Arthur C. Harper, Instructor in Engineering Drawing, effective February 1, 1916.

Dr. Alden J. Bush, Professor of Crown and Bridge Work and Orthodontia, effective February 1, 1916. President Thompson and the Dean of the College of Dentistry were authorized to make provision for the work of Professor Bush.

Herman H. Ashinger, Assistant in the Department of Mechanics, effective January 31, 1916.

Roger B. Morrow, Assistant Cataloguer in the University Library, effective January 31, 1916.

George Ely Russell, Night Assistant in the University Library, effective January 20, 1916.

Frederick L. Allen, County Agent for Geauga County, Agricultural Extension, effective March 1, 1916.

Miss Dora Hepner, Stenographer in the Department of Electrical Engineering, effective February 1, 1916.

The President presented the resignation of Dr. W. J. Means, Dean of the College of Medicine, and recommended its acceptance, effective June 30, 1916.

The President also recommended the appointment of Eugene F. McCampbell, Ph. D., M. D., as Dean of the College of Medicine, at a salary of \$4,000.00 a year, effective February 1, 1916, and \$2,000.00 was appropriated to cover the salary from February 1 to June 30, 1916.

The President further recommended that all Budget matters and matters pertaining to the reorganization of the College of Medicine be referred to Dr. McCampbell, and that the ordinary instructional work of the College of Medicine for the remainder of the current year be completed under the jurisdiction of Dr. Means.

On motion, the resignation of Dr. Means was accepted; the appointment of Dr. McCampbell was approved; and the matters pertaining to the administration of the College of Medicine were approved as recommended by the President.

The President reported the receipt of a communication from Mr. J. Warren Smith, under date of January 19, 1916, indicating that his transfer to Washington, D. C., would occur soon after February 1, 1916.

The President and the Dean of the College of Agriculture were authorized to make provision for the service during the second semester, as recommended by the President.

Upon the recommendation of the President, the following named persons were appointed for instructional work in the Winter Course in Agriculture:

C. M. Emerson, Agricultural Engineering Department, at a salary of \$200.00 per month—total salary \$400.00.

E. Glenn McCoy, Dairying Department, at a salary of \$150.00 per month—total salary \$300.00.

Glenn Norton, Dairying Department, at a salary of \$150.00 per month—total salary \$300.00.

A. J. Bishop, Animal Husbandry Department, at a salary of \$150.00 per month—total salary \$300.00.

Upon the recommendation of the President, the following appointments were made:

J. L. Clifton was appointed Assistant Professor of Principles and Practice of Education, for the second semester 1915-1916, salary at the rate of \$2,500.00 per year, to receive \$1,500.00 for the second semester of the current year, and \$1500.00 was appropriated to meet this salary.

T. Y. Inagaky was appointed Instructor in Engineering Drawing, vice A. C. Harper, resigned, effective February 1, 1916, at a salary of \$500.00 for the remainder of the year.

H. S. Perry was appointed Instructor in Civil Engineering, for the second semester, vice A. D. Kilmer, resigned, at a salary of \$500.00 for the five months beginning February 1, 1916.

George B. Faulder, Assistant in Obstetrics and Gynecology, College of Homeopathic Medicine, was appointed Supervising Anesthetist in the University Hospital for the second semester, at a compensation of \$100.00.

Bliss Magly was appointed Night Assistant in the Library, vice G. E. Russell, resigned, effective January 24, 1916, at a salary of \$30.00 per month.

John E. B. Snyder was appointed Engineer to fill the position authorized at the meeting of January 14, 1916.

Miss Ada L. Taylor was appointed Stenographer, vice Miss Hock, resigned, to give half time to the Entrance Board and half time to the Agricultural Extension Department, at a salary of \$50.00 per month, effective January 10, 1916, and an additional appropriation of \$217.31 was made to cover this salary.

Miss Agnes L. Ryan was appointed Stenographer at Townshend Hall, at a salary of \$50.00 per month, effective November 4, 1915, and \$394.23 was appropriated to meet this salary.

Miss Martha Beach was appointed Stenographer in Agricultural Extension service, at a salary of \$50.00 per month, effective January

10, 1916, to be paid from item in H. B. No. 721—"Expenses for County Agents."

Wilber C. Dyer was appointed Assistant in Mechanics, vice H. H. Ashinger, resigned, to carry the work for the remainder of the year, at a salary of \$300.00.

Frederick L. Allen was appointed Supervisor of Institutes and Schools in the Extension Service, at a salary of \$2,500.00 per annum, effective March 1, 1916, and \$833.33 was appropriated to cover this salary.

Miss Katharine E. Conard was appointed Stenographer in the office of the Summer Session and the Graduate School, as authorized by the Board at the December 7th meeting, at a salary of \$60.00 per month, and \$360.00 was appropriated to cover the salary from January 1 to June 30, 1916.

Upon the recommendation of the President, Emmett E. Roberts was appointed to a Graduate Scholarship for the second semester, at the usual compensation of \$250.00 per year.

Upon the recommendation of the President, the following appropriations and transfers were made:

An appropriation of \$300.00 was made for research work of Professor Barnett in the Department of Physics, from the balance in the Equipment Fund.

An appropriation of \$50.00 was made for the office of the Dean of the College of Education.

An appropriation of \$50.00 was made for the office of the Dean of Women.

The President was authorized to make provision for the remainder of the year for any necessary assistance in the Department of Anatomy for Professor Landacre, the same to be reported to the Board at its next meeting.

The transfer was authorized of appropriations from Stenographic and Clerical Service—Budget 1915-1916, (President's Division), to the Budget of the University Library, as follows:

\$469.23 for Library Attendant, College of Medicine, (Miss Crane to be continued in the position).

\$600.00 for Library Attendant, Brown Hall.

Upon the recommendation of the President, the remuneration of Mrs. Lola Stout, Maid in the Women's Gymnasium, was increased from \$420.00 a year to the rate of \$450.00 a year, effective February 1, 1916.

Upon the recommendation of the President, Miss Angie Fuller, having completed a satisfactory probationary period, was appointed a student nurse in the University Hospital Nurses' Training School, effective November 1, 1915, at a compensation of \$50.00 for the first year.

Upon the recommendation of the President, the following rules were adopted, effective February 1, 1916, and the President was

authorized to adjust for the current year certain fees for the first semester:

(1) In consideration of the co-operative relations established between the Ohio State University and the Board of Education of the City of Columbus, providing for observation and practice work by teachers and students in the College of Education, any teacher in active service in any Columbus school may register in and carry any course in the University (except in the professional Colleges of Law, Medicine and Dentistry) for which such teacher is qualified, without payment of any fee whatsoever, except the usual charge for material actually used in laboratory courses, and the invariable diploma fee upon graduation. This shall not apply to teachers who while on formal leave of absence may take work at the University.

(2) A member of the instructional force (above the grade of student assistant) who pursues courses for credit in the University is exempt from the payment of fees, provided the total of credit hours for such courses in any one semester does not exceed one-half of the total permitted to full-time students; but this exemption does not apply to laboratory supplies, diploma fees, nor to the tuition fee in a college having such a fee.

Upon the recommendation of the President, the following named men having completed four years of service in the Military Department February 1, 1916, were granted half-year pay in their grade:

N. A. Mills, Major
T. H. Bowers, Major
Robert Otstot, Major
Robert Barker, Captain

Upon the recommendation of the President, the following named men having served two semesters as commissioned officers, were granted a year's pay:

K. A. Heiny, Captain
Roy Plumb, Lieutenant
W. S. Ferguson, Captain

Upon the recommendation of the President, the Board authorized the appointment of a delegate to the meeting of the North Central Association of Colleges and Secondary Schools, to be held in Chicago, Illinois, March 24 and 25, 1916.

* * * * *

Captain Cope presented the following applications for deeds, and on motion the Chairman of the Board of Trustees was directed to execute the same:

Application No. 1473-1083 of Joseph Clifford for 30.75 acres of land in Survey No. 11347, in Scioto County.

Application No. 1474-1084 of Hettie Journey for 25 acres of land in Survey No. 11347, in Scioto County.

Application No. 1475-1085 of Rosa Zimmer for 135 acres of land in Survey No. 15830, in Scioto County.

Application No. 1476-1086 of John C. Hanesworth for 220 acres of land in Survey No. 13441, in Ross County.

Application No. 1477-1087 of H. W. Spargur for 293.25 acres of land in Surveys Nos. 14472 and 14475, in Pike County.

Application No. 1478-1088 of Angeline Brooks for 38.50 acres of land in Surveys Nos. 15885-15898, in Scioto County.

* * * * *

The Secretary presented a report from the University Architect recommending extras in the amount of \$378.00 on the contract of the Dawson Construction Company, covering extra excavation and concrete, for the new Hospital Building; also for \$900.00 in favor of Robert H. Evans & Company, for extras on the contract for the Home Economics Building, covering extra excavation and concrete. These extras were approved and ordered paid.

* * * * *

Upon the recommendation of the University Architect, vacuum cleaning systems were ordered to be installed in the new Hospital Building and the new Home Economics Building. The Secretary was directed to secure bids and enter into contract for such installations.

* * * * *

The University Architect presented the plans, specifications and estimates for the construction of a floor over the foundry in the north wing of the new Shops Building, and for the extension of the north wing one bay to the west, at an estimated cost of \$4,850.00.

On motion, said plans, specifications and estimates were approved, and the Secretary was directed to present the same to the State Building Commission for approval, and if approved by it, then the Secretary is directed to give notice, as required by law, of the time and place, when and where sealed proposals will be received for furnishing the materials and performing the labor necessary for the erection and completion of the above named improvements.

* * * * *

In view of the action just taken, the order of the Board

at the meeting of December 7, 1915, authorizing an additional bay to be incorporated in the contract for the Shops Building, was cancelled.

* * * * *

Thereupon the Board adjourned.

Attest: CARL E. STEEB,
Secretary.

JULIUS F. STONE,
Chairman.

OFFICE OF THE BOARD OF TRUSTEES
THE OHIO STATE UNIVERSITY

COLUMBUS, OHIO, MARCH 7, 1916.
9 A. M.

The Board of Trustees met at the University in accordance with the rules.

Present: Julius F. Stone, Chairman; Benj. F. McCann, F. E. Pomerene, John F. Cunningham and John Kaiser.

* * * * *

Mr. Foster Copeland, Mr. O. A. Miller and Mrs. Truitt B. Sellers, a committee representing the Board of Trustees of the Children's Hospital of Columbus, appeared before the Board to ascertain the opinion of the Trustees of the University as to some form of co-operative control of the proposed new Children's Hospital.

After some discussion, a committee, consisting of the President, Mr. Stone and Mr. McCann, was appointed to meet with a like committee from the Children's Hospital Board, to consider the matter of co-operation and to report to their respective Boards with recommendations.

* * * * *

Dr. E. F. McCampbell, Dean of the College of Medicine, made a preliminary statement as to the proposed reorganization of the College of Medicine to become effective next year.

On motion of Mr. McCann, the following resolution, presented by the President, was unanimously adopted:

"RESOLVED, That the departments of Bacteriology in the College of Medicine and in the College of Arts, be united into one department of Bacteriology, and that the departments of Physiology in the College of Medicine and in the College of Arts, be united into one department of Physiology, both departments to be administered by the College of Medicine, effective July 1, 1916, after which date the name of the department of Pathology and Bacteriology shall be 'Department of Pathology'."

* * * * *

A committee, consisting of the President, Mr. Stone, Mr. Pomerene and two members of the Faculty, to be selected by the President, was appointed to consider and make recommendation to the Board as to the disposition of the space in Hayes Hall which will be vacated by the Departments of Industrial Arts and Home Economics.

* * * * *

Captain Cope presented the following applications for deeds, and, on motion, the Chairman of the Board was directed to execute the same:

Application No. 1479-1089 of E. Cunningham for 911 acres of land in Survey No. 14656, in Scioto County.

Application No. 1480-1090 of Rebecca E. Edwards for 117½ acres of land—69½ acres in Survey No. 14594-16147 and 48 acres in Survey No. 13697-13953, in Ross County.

* * * * *

The President presented a communication from Professor Watts of the Department of Ceramic Engineering, concerning the location of a federal engineering experiment station under the control of the Bureau of Mines.

On motion, the Board expressed its favor to the establishment of such experiment station on the campus, and directed the President to take such steps as, in his judgment, may be necessary to secure the location of such station at the University.

* * * * *

The President presented the following items for consideration and action:

1. Upon the recommendation of the President, the following named persons were granted the degree of Bachelor of Arts, as of the Class of 1915, as recommended by the Faculty:

Alden Baughn
Paul Whitney Palmer
Ernest Rey

2. Upon the recommendation of the President, the following persons were granted leave of absence for the year 1916-1917, with the customary adjustment as to salary:

George W. Rightmire	Professor of Law
Frederic C. Blake	Professor of Physics
John F. Lyman	Professor of Agricultural Chemistry
William M. Barrows	Asst. Professor of Zoology and Entomology

3. The President reported the death of Miss Blanche Seipel, Catalogue Assistant in the Library, which occurred February 27, 1916; also the serious illness of Nelson McCombs, Library Assistant, and recommended that he be authorized to make temporary arrangements for service in the Library, which recommendation was agreed to.

4. Upon the recommendation of the President, the following resignations were accepted:

J. Warren Smith, Professor of Meteorology, effective February 1, 1916.

Dr. Carl H. Kent, House Physician in the University Hospital, effective February 29, 1916.

Victor Herron, County Agent, Clermont County, effective January 31, 1916.

Walter J. Harper, Graduate Assistant in Chemistry, effective February 9, 1916.

Miss Emma Ruth, Stenographer in the office of the Entrance Board, effective February 15, 1916.

5. The President presented the resignation of Edward Orton, Jr., as Dean of the College of Engineering and Head of the Department of Ceramic Engineering, effective July 1, 1916, and upon his recommendation the same was accepted:

"Columbus, Ohio, March 7th, 1916.

PRESIDENT W. O. THOMPSON,

Dear Sir:—I desire to be relieved from my duties as Dean of the College of Engineering and as Head of the Department of Ceramic Engineering, and to that end hereby tender my resignation of both offices, which I beg will be accepted at the coming meeting of the Board of Trustees.

I have been thinking of this matter for a year or more, and have reached this decision only after a very complete consideration of all its aspects. Without going into a discussion

of all my reasons for this decision at this time, I may mention the two most important ones, viz:

First. The increasing pressure of business responsibilities, which I ought neither to neglect or avoid.

Second. My desire to devote my future educational efforts to scientific and industrial research along the lines of my specialty rather than to routine teaching or to educational administrative work.

If, in the increasing development of research work at the University, either in the Engineering Experiment Station, or in any other organization that may be created for similar purposes, a desire should be felt by yourself, and the Board of Trustees, and my colleagues of the Engineering Faculty, to use a portion of my time, I should be glad to consider such a plan. My resignation in my present capacity, however, is in no wise conditional or dependent upon any arrangement which may be entered into subsequently in regard to research work.

In conclusion, allow me to thank you, Mr. President, the Board of Trustees, and my colleagues of the Faculty, for the very great opportunity which the University has given me during these years since I was called here to teach, and for the ever-ready assistance, the inspiration, the kind co-operation, and the delightful companionship which I have experienced and enjoyed, and which have been a material factor in whatever of good I may have accomplished here. It is only with the hope that I may still enjoy these relations, in part at least, that I have reached the above decision."

Very respectfully submitted,

EDWARD ORTON, JR."

6. Upon the nomination and recommendation of the President, Professor Orton was appointed Research Professor of Ceramic Engineering, on part time, with the understanding that one-third to one-half of his time shall be available for research work in his chosen field, his salary to be \$1,500.00 per annum, effective July 1, 1916.

7. Upon the recommendation of the President, Herbert Osborn was appointed Research Professor of Zoology and Entomology, effective July 1, 1916, at a salary of \$3,500.00 per annum.

In making this recommendation the President stated that it should be understood that after a period of service in this capacity there shall be no objection to the return of Professor Osborn to the ordinary teaching work.

8. Upon the recommendation of the President, the following arrangement was approved, in order to take care of the work of Dr. Alden J. Bush, resigned:

Dr. R. B. Wiltberger and Dr. F. C. Starr, now in the College of Dentistry, were assigned the work in Crown and Bridge Work, and Dr. Earl G. Jones was appointed Assistant in Orthodontia, each to receive \$200.00 for the current semester, the same to be paid out of the money appropriated for the salary of Dr. Bush.

9. Upon the recommendation of the President, the following appointments were made:

William H. Caine was appointed House Physician at the University Hospital, vice Dr. Kent, resigned, at the same salary, effective March 1, 1916.

Harold F. Cotterman was appointed temporary Assistant in the Department of School Administration for the current semester, at a salary of \$300.00, to be paid from the amount provided for the salary of Professor Bricker.

Mrs. Mae Walker was appointed Library Assistant in Brown Hall, at a salary of \$60.00 per month, effective February 15, 1916.

Howard W. Laymon was appointed Graduate Assistant in Chemistry, vice W. J. Harper, resigned, at the same salary, effective February 10, 1916.

Hanford A. Thirey was appointed Graduate Assistant in Chemistry for the current semester, at a salary of \$150.00, and said amount was appropriated to meet this salary.

Jacob H. Farrand was appointed Assistant Armorer in the Department of Military Science, as authorized by the Board November 6, 1915, and \$250.00 was appropriated to cover this salary from January 1, 1916 to May 30, 1916, as recommended by the President.

Miss Wilda B. Ruth was appointed Stenographer in the office of the Entrance Board, vice Emma Ruth, resigned, at a salary of \$50.00 per month, effective February 15, 1916.

Miss Lulu Shepherd was appointed Stenographer in the Department of Electrical Engineering, vice Miss Hepner, resigned, at the same salary, effective February 3, 1916.

Walter Goodhew was appointed Stenographer in the Extension Service, assigned to D. W. Galehouse, County Agent in Mahoning County, effective February 14, 1916, at a salary of \$600.00 per annum.

10. The following appointments in the Department of Anatomy, authorized by the Board February 8, 1916, were approved, and \$200.00 was appropriated to cover these appointments:

Earl H. Baxter and Howard H. Yoakem were appointed laboratory assistants, each to receive \$50.00 for his services during the second semester.

Earl G. Jones, Assistant in Orthodontia, and Miss Mary H. Oliver, Graduate Assistant in Zoology and Entomology, were appointed laboratory assistants in Anatomy, each to receive \$50.00 additional for this service.

11. The President reported and recommended for approval by the Board the appointment of Mr. O. P. Cockerill, Class of 1902, now a Professor in the University of Washington, Seattle, to represent the Ohio State University at the inauguration of President Henry Suzzallo at the University of Washington, and the inauguration of President Holland at the State College of Washington, Pullman, Washington, his necessary expenses to be paid by the University. The above was approved as recommended.

12. Upon the recommendation of the President, Associate Professor W. A. Knight was given leave of absence for one week, to visit the University of Illinois, his railroad expenses to be paid by the University.

13. Upon the recommendation of the President, it was agreed that students who are in residence at the Ohio Experiment Station doing their work at the Experiment Station and registered at the Ohio State University shall be relieved from paying the incidental fee of \$15.00 per semester.

14. Upon the recommendation of the President, \$500.00 was transferred from the current expense appropriation for the Mailing Room to the Entrance Board current expense account.

15. Upon the recommendation of the President, the following unexpended balances were cancelled:

Sprinkler System—University Hall	\$ 3,999.87
Fire Protection	903.71
Roof Robinson Laboratory	3,653.10
Park Street Boiler	347.66
Table Lights Library	1,200.00
Concrete Pit and Ash Chute	600.00
Total	<u>\$10,704.34</u>

16. Upon the recommendation of the President, the following appropriations were made:

Raze and rebuild boiler	\$ 950.00
New Roads	1,500.00
State Street Dispensary Building	900.00
Rewire Townshend Hall	600.00
Tunnel Neil Avenue to Oxley Hall	720.00
R. R. Switch to Shops Building	250.00
Roads and Grounds	2,200.00
Light, Heat and Power	3,000.00
	<u>\$10,120.00</u>

17. The President presented the following communication from Colonel J. G. Battelle, and also his check for \$1,000.00.

"Columbus, O., February 9, 1916.

PRESIDENT W. O. THOMPSON,
Ohio State University.

My dear Mr. President:

Enclosed herein find check for \$1,000.00 which please deposit with the educational funds of the State of Ohio. With your approval I am asking that the interest on this sum of money, 6 per cent per annum, be used as a yearly prize to stimulate the officers of your cadet regiments, and to that end suggest that it be given to one or two officers

for the best solution of a military map problem, the problem to be outlined by the Commandant of Cadets of the University.

Hoping that this gift may be of some benefit to your University and therefore to our Country, I am,

Very respectfully,

J. G. BATTELLE."

On motion, the above gift was accepted upon the conditions named in Colonel Battelle's letter, and the Secretary was directed to express to Colonel Battelle the appreciation of the Board of Trustees for his generosity.

18. The President submitted a brief report from Professor Clyde T. Morris, as to how his time was spent during his leave of absence the first semester of the current year.

19. Upon the recommendation of the President, the following names were authorized for insertion in the Summer Session Budget, adopted January 4, 1916:

Charles E. Persons, Associate Professor of Sociology, Washington University, at a salary of \$320.00.

Miss E. S. Moodie, Associate Professor of Physical Education, Ohio Wesleyan University, at a salary of \$200.00.

Miss M. C. Hammett, Instructor in Physical Education, at a salary of \$150.00.

L. V. Koos for instructional work in the Department of School Administration, at a salary of \$425.00.

Mrs. Clark Hunter, Pianist, Department of Physical Education, at a salary of \$75.00.

20. Upon the recommendation of the President, C. V. Joyce, having completed his work in the Military Department, was granted one year's pay as lieutenant.

* * * * *

Upon the recommendation of the President, Dr. James E. Hagerty was elected Dean of the College of Commerce and Journalism, effective at once, his salary to be made \$4,000.00 per annum after July 1, 1916.

Upon the recommendation of the President, the Departments of Economics and Sociology and of Journalism were placed in the College of Commerce and Journalism, and Dean Hagerty was directed to prepare the Budget for the College of Commerce and Journalism for the year beginning July 1, 1916.

The President presented extras on the plumbing contract of The Huffman-Conklin Company for the Home Economics Building, in the amount of \$176.00, which extras were approved and ordered paid.

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Thereupon the Board adjourned.

Attest: CARL E. STEEB,
Secretary.

JULIUS F. STONE,
Chairman.

OFFICE OF THE BOARD OF TRUSTEES
THE OHIO STATE UNIVERSITY

COLUMBUS, OHIO, APRIL 4, 1916.
9 A. M.

The Board of Trustees met at the University pursuant to the rules.

Present: Julius F. Stone, Chairman; F. E. Pomerene, O. E. Bradfute, Guy W. Mallon and John Kaiser.

* * * * *

The following persons appeared before the Board and presented claims for the use of Hayes Hall, after the Departments of Home Economics, Industrial Arts and Manual Training have been moved to their new buildings:

Captain Converse asked for the entire building for the use of the Military Department.

Dean Vivian asked for the entire building for the use of the Department of Agricultural Engineering.

Professor C. E. Sherman requested the use of the foundry for the cement testing laboratory.

Dean Breyfogle asked for the Home Economics office and the laboratory on the first floor, to be used for a luncheon room.

Professor C. F. Kelley wished to keep his present rooms in Hayes Hall, and asked for three portable buildings to be

erected on the campus, to carry on studio work now given in Page Hall.

Professor St. John and Miss Meyer asked for the east end of the first floor and basement, to be used as a gymnasium for women.

Dr. Henderson stated that the Chemistry Department preferred not to use any portion of Hayes Hall for additional laboratories for the Department of Chemistry.

Miss Cockins appeared before the Board, upon the request of the President, and made a general statement as to the needs of the departments now in Hayes Hall, and also made a statement as to the use which could be made of the building after a portion is vacated next year.

Miss Cockins' recommendations will be filed with the Cabinet for presentation to the Board of Trustees at the May meeting.

Captain Cope presented the following applications for deeds, and, on motion, the Chairman of the Board was directed to execute the same:

Application No. 1481-1091 of Newton Crain et al for 140 acres of land in Survey No. 15625-15695, in Nile Township, Scioto County.

Application No. 1482-1092 of Albert Monteith for 60 acres of land in Survey No. 15228, in Scioto County.

Application No. 1483-1093 of Sarah M. Harrah for 45 acres of land in Survey Nos. 15830-15836, in Scioto County.

Application No. 1484-1094 of Betty Watkins for 93.08 acres of land in Survey No. 16198, in Scioto County.

Application No. 1485-1095 of Thomas C. Beatty for 46.70 acres of land in Survey No. 15589, in Scioto County.

Application No. 1486-1096 of Julia A. Burris for 100.10 acres of land in Survey Nos. 15396-15447, in Scioto County.

Application No. 1487-1097 of Estey G. Davis for 70 acres of land in Survey No. 15732, in Scioto County.

Application No. 1488-1098 of George Thompson for 104.08 acres of land in Survey Nos. 15226-15262, in Scioto County.

* * * * *

The President presented the following items for consideration and action.

1. Upon the recommendation of the President, the following resignations were accepted:

Dr. Thomas C. Hoover, Professor of Surgery, College of Medicine, effective March 21, 1916.

Charles S. Carroll, Instructor in Civil Engineering, effective March 18, 1916.

John M. Strait, Assistant in Physics, effective April 10, 1916.

Dr. A. H. Seeds, Interne at St. Francis Hospital, effective April 1, 1916.

President Thompson and Dean Means were authorized to make arrangements to take care of the work until his successor is appointed.

Miss Gertrude Petty, Stenographer at Page Hall, effective April 1, 1916.

Walter Goodhew, Stenographer in the office of the County Agent of Mahoning County, effective March 15, 1916.

2. Upon the recommendation of the President, the following appointments were made:

Miss Alice Cruikshank was appointed Cataloguer in the Library, effective April 1, 1916, at a salary of \$80.00 per month, to be paid from the appropriation made for the salary of Roger B. Morrow.

Carl G. Faehnle was appointed Instructor in Civil Engineering, vice Charles S. Carroll, resigned, at a salary of \$110.00 per month, effective March 18, 1916.

Ralph G. Lockett was appointed Assistant in Physics, vice John M. Strait, resigned, at a salary of \$40.00 per month, effective April 10, 1916.

Miss M. Grace White was appointed Stenographer at Page Hall, vice Miss Petty, resigned, at a salary of \$50.00 per month, effective April 1, 1916.

Charles Hassan was appointed laborer, Division of Operation and Maintenance, at a salary of \$780.00 per annum, effective March 1, 1916.

Milford H. Bartter was appointed County Agricultural Agent for Geauga County, effective March 27, 1916, at a total salary of \$1,800.00 per annum, \$1,200.00 from Federal Smith-Lever funds and \$600.00 to be paid by the States Relation Service of the U. S. Department of Agriculture; he is also allowed \$32.50 per month for automobile maintenance.

3. Charles A. Kuntz, Stenographer, was transferred from the State Board of Health to the University, for service in the office of Dean McCampbell, College of Medicine, at a salary of \$83.33 per month, effective April 1, 1916.

4. Upon the recommendation of the President, the following named persons were granted the degree of Bachelor of Science in Edu-

cation, as of the Class of 1916, in accordance with the recommendation of the University Faculty:

Ella May Reynolds, B. A.
Claire Gertrude Sharpe

5. The President reported the gift of \$500.00 from C. F. Kettering of the Class of 1904, to be used for research work in the College of Homeopathic Medicine. The gift was accepted and the Secretary was directed to make suitable acknowledgment therefor.

6. Upon the recommendation of the President, a duplicate diploma was authorized for Ernest Martin Merrill, Civil Engineer, Class of 1902, the original having been destroyed by fire.

7. The President was authorized to appoint two delegates to attend the exercises in connection with the inauguration of Dr. J. Campbell White as President of the College of Wooster, May 10-12, 1916.

8. Upon the recommendation of the President, the Department of Public Health and Sanitation was assigned to the College of Medicine.

9. The President was given authority to provide a reasonable amount for expenses in connection with the annual conference of Deans of State University Art Colleges, to be held at the Ohio State University, April 27-28, 1916.

10. Upon the recommendation of the President, the following appropriations were made:

An appropriation of \$25.00 was made for research work under the direction of Professor Blake of the Department of Physics, from the fund for the Graduate School.

An appropriation of \$300.00 was made for the compensation of the University Chemist, from January 1 to July 1, 1916, to cover analysis work as set forth in the action of the Board of Trustees under date of January 4, 1916.

Additional appropriations were authorized for current expense for the following departments, to carry them through to July 1, 1916, the amounts to be determined by the President and reported to the Board at its next meeting:

Graduate School
Dean of Women
Department of Bacteriology
Department of Chemistry
Department of Horticulture
Department of Animal Husbandry
Department of Economics and Sociology
Department of Physical Education
Library
Registrar's Office
Student Health Service (Dr. Wingert)

11. Upon the recommendation of the President, the expenses were authorized of four instructors in connection with the annual

inspection trips of the Mechanical Engineering and Electrical Engineering Departments, said expenses not to exceed \$40.00 each.

* * * * *

The matter of sending delegates to the summer military camp was referred to the President with power.

* * * * *

John Kaiser was appointed delegate to represent the University at the dedication of the new buildings of the Massachusetts Institute of Technology, to be held June 14, 1916.

* * * * *

The expenses of President Thompson to St. Louis, to confer with the representatives of the Carnegie Foundation on the matter of pensions for university instructors, were ordered paid.

* * * * *

The matter of constructing a tabernacle building on the campus, for armory and auditorium purposes, was referred to the Cabinet with instructions to prepare a report and recommendations on the construction of such a building, the same to be presented to the Board of Trustees at its May meeting.

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The matter of the use of portable structures, as requested by Professor Kelley, was also referred to the Cabinet with request for report.

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On motion of Mr. Pomerene, the Faculty Club was given permission to erect a Faculty Club House upon the University campus, the plans for the building and the final site to be approved by the Board of Trustees.

* * * * *

The Secretary presented bids for the construction of a sewer and drainage system for the new Shops Building, and, on motion, the contract was awarded to Pear Nelson at his bid of \$1,350.00, the same to be paid from the appropriation for Shops Building.

Thereupon the Board adjourned to meet Monday, May 1, 1916, 1:30 P. M., at the University, for a two days' session for the consideration of the annual budget.

* * * * *

Attest: CARL E. STEEB, JULIUS F. STONE,
Secretary. *Chairman.*

OFFICE OF THE BOARD OF TRUSTEES
THE OHIO STATE UNIVERSITY

COLUMBUS, OHIO, MAY 1, 1916.

The Board of Trustees met at the University pursuant to adjournment.

Present: Julius F. Stone, Chairman; O. E. Bradfute, John F. Cunningham and John Kaiser.

* * * * *

The President reported that in accordance with the rules and regulations of the Board, the Cabinet, consisting of the President, ex-officio member, the Business Manager, the Superintendent of Buildings and Grounds, and the University Architect, holds regular meetings of which official record is kept, and at those meetings many things are disposed of that should be brought to the attention of the Board for approval.

It was therefore ordered that the Secretary read the minutes of the Cabinet from September 23, 1915, to April 29, 1916, inclusive, and that hereafter the minutes of the Cabinet be read at each meeting of the Board of Trustees.

In accordance with the above action, the Secretary read the minutes from September 23, 1915, to April 29, 1916, inclusive, and the same were approved.

* * * * *

The President presented a communication from Messrs. J. W. and W. J. Dusenbury, offering the use of the

Olentangy Park theatre for the purpose of Commencement free of charge.

The Secretary was directed to express to Messrs. Dusenbury the appreciation of the Board of Trustees for this kind offer, and to advise that because of the sentiment of the alumni in favor of the Commencement on the campus, it was deemed advisable to continue the use of the Armory for Commencement exercises.

* * * * *

In accordance with the recommendation of the Cabinet, Professor Bradford presented the plans for the remodeling of Hayes Hall, at an estimated cost of, approximately, \$6,000.00. These plans provide for the use of said building after the Departments of Home Economics, Industrial Arts, and Manual Training are moved to the new buildings now under construction.

On motion, said plans were approved and the Cabinet was directed to proceed with the work as soon as it is possible to enter the building.

Professor Bradford also presented the recommendations of the Cabinet for the shoring of the floors in the Biological Building, at an estimated cost of \$4,000.00.

On motion these plans were approved, and the Cabinet was directed to proceed with the work, and \$10,000.00 was appropriated from unappropriated funds for the remodeling of Hayes Hall and the shoring of the floors in the Biological Building.

* * * * *

It was ordered that hereafter all requests for duplicate diplomas must be accompanied by satisfactory evidence of the loss or destruction of the original.

* * * * *

Upon the recommendation of the President, the Board authorized the rental of the residence at the corner of Eleventh Avenue and High Street, to the University Plumber, R. C. Kaiser, on the following terms, effective March 15, 1916:

Mr. Kaiser's salary to be \$100.00 per month and house rent free, to pay water and gas bills and to make any minor repairs about the house as needed, and to be subject to call nights and Sundays to care for any emergency that may arise at the University.

The Secretary was directed to prepare and enter into a suitable contract with Mr. Kaiser embodying the above items.

* * * * *

The President presented a petition from the residents of Eleventh Avenue, protesting against the use of the Eleventh Avenue field for baseball purposes. Mr. Wilson appeared in behalf of the petitioners and stated that they did not expect the field to be moved this season, but were anxious that the matter be taken care of before next year.

The Board expressed to Mr. Wilson its sympathy with the petition and advised that if possible satisfactory adjustment would be made.

* * * * *

The President informed the Board that it was necessary to make certain repairs at Lake Laboratory before the opening of the Summer Session.

On motion, this matter was referred to the President with power.

* * * * *

The President presented the following letter from the Auditor of State, under date of April 27, 1916, and the Secretary was directed to make the proper adjustments in the accounts of the University, in accordance with the letter:

"Columbus, O., April 27, 1916.

MR. CARL E. STEEB, Business Manager,
Ohio State University,
Columbus, Ohio.

DEAR SIR:

Taking your statement of to-day as a basis, we have transferred from your Uses and Purposes appropriation account, the sum of \$28,024.70 and have credited \$27,520.38 of this amount to your Interest on Endowment Fund, and \$503.82 to your Rotary Fund.

The balance of \$6,426.97, which remained in your Uses and Purposes account after the above mentioned adjustments were made, was lapsed into the General Revenue Fund. Other lapses of your appropriations made at this time are as follows:

H. B. 314 Personal Service.....	\$456.07
H. B. 314 Maintenance H-8.....	\$793.30

Basing our action on your representations of the 25th inst., we have this day debited your Interest on Endowment Fund account with \$1,652.94 and credited other accounts as follows:

Uses and Purposes	\$502.17
Maintenance H-8, H. B. 314	793.30
Personal Service A-1, H. B. 314	225.00
Maintenance E-8, H. B. 47	132.47

Very truly yours,

A. V. DONAHEY, *Auditor of State.*

By G. L. COFFINBERRY, *Bookkeeper."*

The Secretary reported a balance of \$8,500.00 remaining in the appropriation for the Shops Building and a balance of approximately \$4,700.00 remaining in the appropriation for the Home Economics Building. He stated further that it was necessary to construct permanent equipment in each of these buildings, which equipment would become a part of the building.

On motion, the Cabinet was directed to enter into contract for such equipment as will become a part of the buildings, making a record thereof in the proceedings of the Cabinet.

* * * * *

The President presented the following items for consideration and action.

1. Upon the recommendation of the President, the following resignations were accepted:

Professor F. B. Pearson, of the Department of School Administration, effective April 1, 1916.

Miss Marian H. Waters, Assistant to the Registrar, effective May 1, 1916.

Miss Nellie H. Copeland, Stenographer, effective April 15, 1916.

N. F. Howard, Graduate Assistant in the Department of Zoology and Entomology, effective May 1, 1916.

Miss Eleanor Schmidt, University Scholar, effective April 1, 1916.

Howard Kirby, Clerk-Stenographer in the office of George R. Eastwood, County Agent, Troy, Ohio, effective April 20, 1916.

Max Wershow, Instructor in Veterinary Pathology, effective July 1, 1916.

Charles Hassan, laborer in the Division of Operation and Maintenance, effective April 10, 1916.

2. Upon the recommendation of the President, the following appointments were made:

Miss Margaret K. Forwick was appointed Library Assistant, to succeed Miss Blanche Seipel, deceased, at a salary of \$50.00 per month, beginning May 1, 1916.

Stanley B. Stowe was appointed County Agent, assigned to Clermont County, effective May 1, 1916, at salary of \$1,200.00 per annum, payable from State funds offsetting Smith-Lever funds; he was also allowed \$390.00 per annum for automobile maintenance, payable in monthly installments.

John W. Wuichet was appointed Instructor in Animal Husbandry in the Agricultural Extension Service, effective May 1, 1916, at a salary of \$1,800.00 per annum, payable in twelve monthly installments.

Miss Blanche Wilson was appointed Stenographer in the Extension Service, effective April 17, 1916, at a salary of \$600.00 per annum, payable from Federal Smith-Lever funds.

Miss Nellie Weimer was appointed Stenographer in the Extension Service, vice Walter Goodhew, resigned, effective March 27, 1916, at a salary of \$50.00 per month.

3. Upon the recommendation of the President, the following names were ordered inserted in the Summer Session Budget already adopted:

S. S. Willaman, Supervisor of Practice Playground (6 weeks)	\$60.00
H. C. Ohlson, Supervisor of Gymnasium (8 weeks) ..	80.00

4. Upon the recommendation of the President, the following changes in salary were made:

The salary of Charles A. Kuntz, Secretary to the Dean of the College of Medicine, was increased to \$100.00 per month, effective May 1, 1916.

The salary of E. A. Brenneman, County Agricultural Agent in Montgomery County, was increased from \$1,800.00 to \$2,400.00 per annum, effective April 1, 1916, the additional \$600.00 to be paid from the \$1,500.00 deposited by the Auditor of Montgomery County in the State Treasury, to the credit of the Agricultural Extension fund.

The salary of Miss E. I. Byrne, Stenographer in the office of the Montgomery County Agricultural Association, was made \$900.00

per year, effective April 1, 1916, payable from the funds deposited in the State Treasury by the Auditor of Montgomery County, to the credit of the Agricultural Extension fund.

The salary of M. C. Thomas, County Agricultural Agent in Marion County, was made \$2,500.00 per annum, effective April 1, 1916, \$1,300.00 per annum to be paid from the funds deposited in the State Treasury by the Auditor of Marion County, to the credit of the Agricultural Extension fund.

5. Upon the recommendation of the President, R. C. Hummel, of the Department of Chemistry, was given leave of absence for the remainder of the year on salary, owing to serious illness.

6. Upon the recommendation of the President, it was ordered that \$30.00 be refunded to William C. Freter, a former student in the College of Law, said amount having been paid in excess of the total fees for six semesters, as per Board rule of March 16, 1911.

7. Upon the recommendation of the President, a duplicate diploma, so marked, was authorized for James Clyde Sargent, Doctor of Medicine, Class of 1915, the original having been destroyed.

8. Upon the recommendation of the President, \$833.33 appropriated for the salary of F. L. Allen, Supervisor of Institutes and Schools in the Extension Service, was cancelled, as Mr. Allen's salary is being paid from the funds from the counties.

9. Upon the recommendation of the President, Professor W. H. Siebert and Professor Alfred D. Cole were appointed delegates to represent the Ohio State University at the inauguration of J. Campbell White as President of the College of Wooster, at Wooster, Ohio.

10. Upon the recommendation of the President, the expenses of Miss Edna N. White were authorized for a trip to inspect the equipment of Home Economics buildings at such state universities as the President may designate.

11. Upon the recommendation of the President, the expenses of the Secretary and Business Manager were authorized while attending the meeting of the Association of Business Officers of Middle West Universities, to be held at the University of Illinois, May 5-6, 1916, subject to the approval and authority of the State Emergency Board.

12. Upon the recommendation of the President, the expenses were authorized of one delegate from the College of Homeopathic Medicine to attend the meetings of the American Institute of Homeopathy and the American Ophthalmology, Otology and Laryngology Society, in annual session at Baltimore, the week of June 26, 1916, subject to the approval and authority of the State Emergency Board.

13. Upon the recommendation of the President, the expenses were authorized of Eldon L. Usry, Professor of Manual Training, to attend the meeting of the Western Drawing and Manual Training Association, to be held at Grand Rapids, Michigan, May 3-6, 1916, subject to the approval and authority of the State Emergency Board.

14. Upon the recommendation of the President, an appropriation of \$135.00 was made, from the Equipment Fund, for the purchase of

the following equipment to be used by Professor Robert F. Griggs in research work, as set forth in his letter of April 28th:

1 Friez Hygrothermograph	\$ 75.00
5 Rain-proof Atmometers at \$6.00 each	30.00
1 Standard Rain Gauge	10.00
2 Polymeters at \$10.00 each	20.00
	<hr/>
	\$135.00

15. Upon the recommendation of the President, the transfer was authorized of twenty microscopes from the Department of Pathology and Bacteriology, College of Medicine, to the Department of Bacteriology, at the University.

16. Upon the recommendation of the President, the following parcels of land were assigned to the Department of Animal Husbandry for its use as pasture land, building sites, etc.:

(1) That portion of the farm east of the Olentangy River which is now being used by the Department of Animal Husbandry, the corners of which have been located by the Dean of the College of Agriculture and the Department of Animal Husbandry.

(2) That part of the land owned by the University immediately west of the River which lies north of the University spur of the railroad.

(3) The Hess-Brown tract which is now under lease.

(4) Some thirty acres in the southwest corner of the Hansberger tract. This parcel of land is bounded on the east by the fence now running north and south, immediately to the east of the barn. The north boundary of this tract would be the continuation of the north line of the lane leading up to the house.

17. The President recommended that until further action be taken by the Board of Trustees, a Division of Farm Operations be authorized, effective May 1, 1916, said Division to include the Farm Foreman and the farm laborers, and to be responsible directly to the Dean of the College of Agriculture, and that all farm lands not definitely assigned to departments be under the direction of the Division of Farm Operations.

The above was approved and authorized as recommended by the President.

18. Upon the recommendation of the President, it was ordered that the current expense funds in Rural Economics account, excepting a balance of \$200.00, be turned over to the Division of Farm Operations.

19. Upon the recommendation of the President, the following amendments to the Budget were authorized:

(1) That the salary of Professor W. L. Evans be made \$3,500.00.

(2) That the salary of Professor R. D. Bohannon be made \$3,500.00.

Thereupon the Board recessed for supper.

7:30 P. M.

The Board resumed its session with the same members present as at the afternoon session and Messrs. Mallon, Pomerene and McCann.

* * * * *

The President presented the salary budget for the College of Medicine for the year ending June 30, 1917, and recommended its adoption.

Upon the request of the President, Dean McCampbell appeared before the Board and explained the budget in detail.

On motion of Mr. Pomerene, the budget for the College of Medicine was approved and adopted as presented and recommended by the President.

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BUDGET FOR THE COLLEGE OF MEDICINE

1916-1917

ANATOMY

Francis L. Landacre	Professor of Anatomy and Head of Department	\$ 3,100.00
Edward C. Buck	Assistant Professor of Anatomy	2,500.00
J. H. Warren	Instructor in Histology and Embryology	1,800.00
R. A. Knouf	Assistant in Anatomy	800.00
Robert A. McDonald	Technician in Anatomy.....	900.00
William P. Smith	Student Assistant (Dental Anatomy)	750.00
R. C. Baker	Student Assistant (Comparative Anatomy)	300.00
E. H. Baxter	Student Assistant (Comparative Anatomy)	200.00
	Graduate Assistant (Veterinary Histology)	250.00
	7 Student Assistants (Gross Anatomy) at \$50 each.....	350.00
		<hr/>
		\$ 10,950.00

BACTERIOLOGY

Charles B. Morrey	Professor of Bacteriology and Head of Department	2,750.00
William A. Starin	Assistant Professor of Bacteri- ology	2,000.00
Henry B. Froning	Instructor in Bacteriology	1,500.00
Vera M. McCoy	Instructor in Bacteriology	1,100.00
Samuel J. Schilling	Assistant in Bacteriology	300.00
Mary Roush	Student Assistant	300.00
W. C. Burkhart	Student Assistant	300.00
	Student Assistant	250.00

\$ 8,500.00

PATHOLOGY

Ernest Scott	Professor of Pathology and Head of Department	3,000.00
Carl L. Spohr	Professor of Clinical Pathology.	2,500.00
Jonathan Forman	Assistant Professor of Pathology	1,900.00
Carl C. Hugger	Assistant in Pathology	900.00
Alice M. Hughes	Technical Assistant in Pathology	840.00

\$ 9,140.00

PUBLIC HEALTH AND SANITATION

Eugene F. McCampbell	Professor of Preventive Medi- cine and Dean of College of Medicine	(See Dean's Budget)
Robert G. Paterson	Assistant Professor of Public Health, Director of Hospital and Dispensary Social Service	2,500.00
Emery R. Hayhurst	Assistant Professor of Industrial Hygiene and Medical Director of Dispensaries	2,500.00
William H. Dittoe	Instructor in Public Health En- gineering	
Frank G. Boudreau	Instructor in Preventive Medi- cine	
Lear H. Van Buskirk	Instructor in Public Health Lab- oratory Methods	
	Assistant Professor in Public Health Nursing	1,000.00

\$ 6,000.00

MEDICINE

J. H. J. Upham	Professor of Clinical Medicine and Acting Head of Depart- ment	1,800.00
Thomas H. Haines	Professor of Medicine (Mental and Nervous Diseases)	
H. B. Blakey	Assistant Professor of Medicine	300.00
J. J. Coons	Assistant Professor of Medicine	200.00
Charles J. Shepard	Assistant Professor of Medicine (Dermatology)	100.00

E. G. Horton	Assistant Professor of Medicine (Pediatrics)	100.00
E. J. Gordon	Instructor in Medicine and Resident Physician at Protestant Hospital	1,000.00
Sol A. Hatfield	Instructor in Medicine and Resident Physician at St. Francis Hospital	1,800.00
H. O. Bratton	Instructor in Medicine (Genito-Urinary Diseases)	100.00
A. G. Helmick	Instructor in Medicine (Pediatrics)	100.00
Robert L. Barnes	Assistant in Medicine.....	100.00
Frederick M. Stanton	Assistant in Medicine.....	100.00
R. A. Ramsey	Instructor in Medicine	400.00
J. W. Sheetz	Assistant in Medicine	200.00
Samuel Hindman	Assistant in Medicine.....	100.00
		<hr/>
		\$ 6,400.00

SURGERY AND GYNECOLOGY

V. A. Dodd	Assistant Professor of Surgery, Acting Head of Department and Chief of Staff Protestant Hospital	2,000.00
Isaac B. Harris	Assistant Professor of Clinical Surgery and Chief of Staff St. Francis Hospital	300.00
Yeatman Wardlow	Assistant Professor of Clinical Gynecology	200.00
Fred Fletcher	Assistant Professor of Gynecology	200.00
Andre Crotti	Assistant Professor of Operative Surgery	200.00
Leslie L. Bigelow	Assistant Professor of Surgery.	200.00
E. A. Hamilton	Assistant Professor of Surgery.	200.00
John W. Means	Instructor in Surgery	200.00
Carl D. Hoy	Instructor in Surgery	200.00
L. V. Zartman	Instructor in Surgery	400.00
Philip Wilson	Instructor in Surgery	200.00
Alexander M. Steinfeld	Instructor in Orthopedic Surgery	100.00
H. A. Baldwin	Instructor in Genito-Urinary Surgery	100.00
C. M. Shepard	Instructor in Orthopedic Surgery	200.00
J. M. Gallen	Instructor in Gynecology	200.00
Hugh J. Means	Instructor in Roentgenology and Radiographer for St. Francis and Protestant Hospitals.....	600.00
Edward C. Ludwig	Assistant in Surgery (Anesthetics)	100.00
E. M. Freese	Assistant in Surgery	100.00
Philip J. Reel	Assistant in Surgery	100.00
	Assistant in Roentgenology....	300.00
		<hr/>
		\$ 5,600.00

PHYSIOLOGY, PHYSIOLOGICAL CHEMISTRY AND PHARMACOLOGY

Clyde Brooks	Professor of Physiology and Pharmacology and Head of Department	3,500.00
A. M. Bleile	Professor of Physiology	2,750.00
Clayton McPeck	Assistant Professor of Physiology	2,500.00
R. J. Seymour	Assistant Professor of Physiology	2,000.00
E. P. Durrant	Instructor in Physiology	1,600.00
	Instructor in Physiological Chemistry	1,500.00
Carlos I. Reed	Instructor in Physiology	1,200.00
	Assistant in Physiology	500.00
	Student Assistant	250.00
	Student Assistant	125.00
	Student Assistant	125.00
		<hr/>
		\$16,050.00

OBSTETRICS

Andrews Rogers	Professor of Obstetrics and Acting Head of Department....	400.00
W. D. Inglis	Professor of Clinical Obstetrics.	200.00
Charles W. Hadley	Assistant in Obstetrics	200.00
Gilbert W. Brehm	Assistant in Obstetrics	200.00
		<hr/>
		\$ 1,000.00

OPHTHALMOLOGY AND OTO-LARYNGOLOGY

John E. Brown	Professor of Oto-Laryngology and Head of Department	
Andrew Timberman	Professor of Ophthalmology....	
George C. Schaeffer	Instructor in Ophthalmology....	100.00
Hugh G. Beatty	Instructor in Oto-Laryngology..	200.00
Andrew W. Prout	Instructor in Oto-Laryngology..	200.00
Arthur M. Hauer	Instructor in Oto-Laryngology..	200.00
Ivor G. Clark	Instructor in Ophthalmology...	200.00
John B. Alcorn	Assistant in Ophthalmology....	100.00
	Assistant in Oto-Laryngology...	100.00
		<hr/>
		\$ 1,100.00

DISPENSARIES AND HOSPITALS

	Pharmacist—State Street Dispensary	200.00
	Pharmacist—Park Street Dispensary	200.00
W. E. Dapp	Interne—St. Francis Hospital..	20.00
C. F. Shively	Interne—St. Francis Hospital..	20.00
H. V. Postle	Interne—St. Francis Hospital..	20.00
E. H. Ryan	Interne—Protestant Hospital...	20.00
D. P. Phillips	Interne—Protestant Hospital...	20.00
W. M. Hartinger	Interne—Protestant Hospital...	20.00
	Interne	20.00
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		\$ 540.00

SUMMARY OF SALARY BUDGET—COLLEGE OF MEDICINE, 1916-1917

Anatomy	\$10,950.00
Bacteriology	8,500.00
Pathology	9,140.00
Public Health and Sanitation	6,000.00
Medicine	6,400.00
Surgery and Gynecology	5,600.00
Physiology, Physiological Chemistry and Pharmacology...	16,050.00
Obstetrics	1,000.00
Ophthalmology and Oto-Laryngology	1,100.00
Dispensaries and Hospitals	540.00
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	\$65,280.00
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Thereupon the Board adjourned to meet in the morning at 9:30 o'clock.

MAY 2, 1916, 9:30 A. M.

The Board resumed its session with all members of the Board present.

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On motion of Mr. Cunningham, the following statement concerning the reorganization of the College of Medicine was unanimously approved and made a part of the record of this meeting:

✓ "The Board of Trustees in accordance with the general understanding when the College of Medicine was taken over by the University, and in accordance with its intentions subsequently announced, has effected a partial reorganization of the College of Medicine. This work will proceed from time to time until the organization and work of the College shall correspond with the usages in the best medical colleges of the country.

It is proper to record at this time that what the Board has done has been done with full appreciation of the gratuitous services of many men of the medical profession who have laid the foundation of medical education in the City and in the University. Under any principle of reorganization it was impossible to retain in the service of the College all or even a majority of the men whose gratuitous professional services entitle them to honorable recognition. The reduction in the number of the Faculty, therefore, should not in any case be regarded as a personal matter or a willingness on the part of the Board to reflect upon the fitness or the efficiency of the men hitherto in the service of the College.

"The Board at this time records its appreciation of this service and expresses its thanks to all the men who in past

years have rendered gratuitous and honorable service. The Board desires and anticipates the cordial support of the medical profession in the City of Columbus and in the State in an effort through the College of Medicine to advance the interests of medical education and the public welfare."

* * * * *

The Secretary called the attention of the Board to the action of the Cabinet at its meeting April 29, 1916, in regard to the extension of the automatic telephone service on the campus, and presented a letter from the Ohio State Telephone Company, under date of April 3, 1916, in which said Company submitted two propositions:

(1) To furnish all cable, wire, equipment, labor, etc., for the installation and maintenance of a private branch exchange at the University, at the following rental:

For 50 or more telephones connected for service through the telephone company's exchange\$18.00 per year each

For 75 or more telephones connected for service through the University exchange only 12.00 per year each

Extensions on through telephones..... 12.00 yer year each

Extensions on restricted telephones..... 10.00 per year each

For trunk lines connecting to the telephone company's exchange 40.00 per year each

(2) That should the University take over the present investment of the telephone company in cable on the University grounds and supply additional cable necessary for the proposed exchange, which is estimated to cost \$3,000.00, then the following schedule of rates will be made:

For telephones connected for service through the telephone company's exchange\$15.00 per year each

For telephones connected for service through the University exchange only 10.00 per year each

Extensions on through telephones..... 12.00 yer year each

Extensions on restricted telephones..... 8.00 per year each

On motion of Mr. Mallon, proposition No. 2 of the Ohio State Telephone Company was accepted, and the Secretary was directed to enter into proper contract on behalf of the Board of Trustees with the Ohio State Telephone Company,

and \$3,000.00 was appropriated from unappropriated funds for the purchase of the cable.

* * * * *

Captain Cope presented the following applications for deeds, and, on motion, the Chairman of the Board was directed to execute the same:

Application No. 1489-1099 of Joseph F. Burgraff for 80 acres of land in Survey No. 15375, in Scioto County.

Application No. 1490-1100 of Anna Kratzer for 66.40 acres of land in Survey No. 15885-15898, in Scioto County.

Application No. 1491-1101 of W. R. Meadows for 65 acres of land in Survey No. 15922, in Scioto County.

Application No. 1492-1102 of B. F. & F. E. Shover for 50 acres of land in Survey No. 15396-15447, in Scioto County.

Application No. 1493-1103 of David Tritt for 50 acres of land in Survey No. 16048, in Scioto County.

Application No. 1494-1104 of Max McBeth for 50 acres of land in Survey No. 15826, in Scioto County.

Application No. 1495-1105 of Pierce & Francis Monroe for 62.50 acres of land in Survey No. 15578, in Adams County.

Application No. 1496-1106 of James P. Colley for 10.50 acres of land in Survey No. 15262-15226, in Scioto County.

Application No. 1497-1107 of William J. Kirker for 101 acres of land—92 acres in Survey No. 15826 and 9 acres in Survey No. 14793-4, in Scioto County.

Application No. 1498-1108 of R. C. Browning for 80 acres of land in Survey No. 16038, in Pike County.

* * * * *

The matter of locating a yard for the hogs west of the river was referred to the President, Dean Vivian and Professor Plumb, with power to act.

* * * * *

The President presented the following current expense budget for the year ending June 30, 1917, and, on motion of Mr. Cunningham, said budget was adopted, with the understanding that fifty per cent of each appropriation shall be available from July 1, 1916, to December 31, 1916; the other fifty per cent to be available from January 1, 1917 to June 30, 1917:

CURRENT EXPENSE BUDGET

1916-1917

COLLEGE OF AGRICULTURE

Agricultural Chemistry and Soils	\$ 1,600.00
Agricultural Engineering	650.00
Animal Husbandry	10,000.00
Botany	800.00
Dairying	25,000.00
Farm Crops	725.00
Forestry	470.00
Home Economics	2,010.00
Horticulture	6,750.00
Rural Economics	750.00
Division of Farm Operations	10,000.00
Zoology and Entomology	800.00
Lake Laboratory	200.00
	<hr/>
	\$ 59,755.00

COLLEGE OF ARTS, PHILOSOPHY AND SCIENCE

American History	\$ 50.00
English	300.00
European History	50.00
Geology	300.00
German	50.00
Greek	50.00
Latin	25.00
Philosophy	50.00
Political Science	50.00
Romance Languages	100.00
Geological Museum	175.00
Biblical History and Literature	15.00
	<hr/>
	\$ 1,215.00

COLLEGE OF EDUCATION

Art	\$ 500.00
History and Philosophy of Education	25.00
Manual Training	90.00
Principles and Practice of Education	75.00
Psychology	250.00
School Administration	100.00
	<hr/>
	\$ 1,040.00

COLLEGE OF COMMERCE AND JOURNALISM

Economics and Sociology	\$ 825.00
Journalism	50.00
*Journalism-Printing	(13,000.00)
	<hr/>
	\$ 875.00

*Rotary Fund and not included in total.

COLLEGE OF ENGINEERING

Architecture	\$ 100.00
Astronomy	265.00
Ceramic Engineering	650.00
Chemistry	3,450.00
Civil Engineering	1,000.00
Electrical Engineering	600.00
Engineering Drawing	350.00
Industrial Arts	3,500.00
Mathematics	125.00
Mechanical Engineering	2,350.00
Mechanics	50.00
Metallurgy	800.00
Mine Engineering	350.00
Mineralogy	300.00
Physics	1,050.00

\$ 14,940.00

COLLEGE OF LAW

Law	\$ 100.00
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COLLEGE OF HOMEOPATHIC MEDICINE

Homeopathic Medicine	\$ 1,600.00
Homeopathic Hospital	9,635.00
	(5,000.00)

\$ 11,235.00

COLLEGE OF MEDICINE

Anatomy	\$ 1,070.00
Physiology, Physiological Chemistry, etc.....	2,500.00
Bacteriology	500.00
Pathology	750.00
Public Health and Sanitation	85.00
Medicine	50.00
Surgery and Gynecology	50.00
Ophthalmology and Oto-Laryngology	100.00
Obstetrics	1,000.00
Dispensaries	2,700.00
Hospitals	9,925.00

\$ 18,730.00

COLLEGE OF DENTISTRY

*Dentistry	\$ (5,000.00)
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COLLEGE OF PHARMACY

Pharmacy	\$ 300.00
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COLLEGE OF VETERINARY MEDICINE

Veterinary Medicine	\$ 1,380.00
*Veterinary Clinic	(2,000.00)

\$ 1,380.00

*Rotary Fund and not included in total.

SUMMER SESSION

Summer Session\$ 500.00

SUMMARY OF CURRENT EXPENSE BUDGET—EDUCATIONAL DIVISION

College of Agriculture	\$ 59,755.00
College of Arts, Philosophy and Science	1,215.00
College of Commerce and Journalism	875.00
* (Journalism-Printing)	(13,000.00)
*College of Dentistry	(5,000.00)
College of Education	1,040.00
College of Engineering	14,940.00
College of Homeopathic Medicine	11,235.00
* (Homeopathic Hospital)	(5,000.00)
College of Law	100.00
College of Medicine	18,730.00
College of Pharmacy	300.00
College of Veterinary Medicine	1,380.00
* (Veterinary Clinic)	(2,000.00)
Summer Session (1916)	500.00
Graduate School (See President's Division)	

\$110,070.00

PRESIDENT'S DIVISION

Deans:

College of Agriculture	\$ 1,200.00
College of Arts, Philosophy and Science	100.00
College of Commerce and Journalism	200.00
College of Dentistry	
College of Education	100.00
College of Engineering	125.00
College of Homeopathic Medicine	75.00
College of Law	
College of Medicine	200.00
College of Pharmacy	
College of Veterinary Medicine	
Graduate School	100.00
Military Science	500.00
Physical Education	1,250.00
Library	4,300.00
Library (books and binding)	4,000.00
N. B. M. A.	158.47
*Architecture-Photo	(200.00)
Ohio Journal of Science	500.00
The Ohio History Teachers' Journal	200.00

\$ 13,008.47

ADMINISTRATIVE DIVISION

President's Office	\$ 500.00
Business Manager's Office	2,500.00
Registrar's Office	2,250.00
Entrance Board	300.00
*Stores and Receiving Department	(34,340.00)

*Rotary Fund and not included in total.

Dean of Women	200.00
University Architect	150.00
Incidentals	10,000.00
Virginia Military Lands	3,000.00
Commencement Expense	4,500.00
Trustees' Expense	800.00
Advertising	800.00
Mailing Room	3,500.00
Board of Publications	9,000.00
Y. M. C. A.	700.00
Y. W. C. A.	500.00
Ohio State University Association	2,400.00
	<hr/>
	\$ 41,100.00

PHYSICAL PLANT

Engineer's Office	\$ 200.00
Laundry	1,000.00
Janitors	2,000.00
Betterment of Buildings	20,000.00
Roads and Grounds	4,000.00
Light, Heat and Power	11,000.00
Coal and Gas	27,000.00
Water	9,000.00
Contingencies (unappropriated)	3,200.00
	<hr/>
	\$ 77,400.00

SUMMARY OF CURRENT EXPENSE BUDGET

1916-1917

Educational Division	\$110,070.00
President's Division	13,008.47
Administrative Division	41,100.00
Physical Plant	77,400.00
	<hr/>
Total	\$241,578.47
* * * * *	*

On motion of Mr. McCann, the Chairman was directed to appoint a committee to investigate the matter of students' fees, and to report its findings back to the Board as a matter of information.

The Chairman appointed on this committee, the President, Mr. McCann and Mr. Kaiser.

* * * * *

On motion of Mr. Pomerene, the Business Manager was directed to purchase an automobile for the use of the President, and \$2,875.00 was appropriated from the Endowment Fund to meet this purchase.

† On motion, it was ordered that Dr. H. S. Wingert be continued as Director of the Student Health Service, with the rank of Professor, for the year 1916-1917, at a salary of \$2,750.00, the department to be under the direction of the President.

* * * * *

The President presented the salary budget for the year ending June 30, 1917, and recommended its adoption, subject to the modifications authorized by the adoption of items in the President's formal report, and with the privilege of withdrawing from present consideration the portions of the budget involving the College of Pharmacy, the Department of Architecture, and the University Architect.

The President further recommended that \$20,373.00 be appropriated from the Endowment Fund for the purposes of the budget.

On motion, \$20,373.00 was appropriated from the Endowment Fund, and, as requested by the President, the portions of the Budget involving the College of Pharmacy, the Department of Architecture, and the University Architect were withdrawn from present consideration, with the understanding that they will be presented at the June meeting.

On motion, the salary budget was adopted as presented, subject to such modifications as were authorized in the formal report of the President, adopted at this meeting:

SALARY BUDGET

1916-1917

AGRICULTURAL CHEMISTRY AND SOILS

Alfred Vivian	Professor of Agricultural Chemistry and Dean of the College of Agriculture	(See Deans' Budget)
John F. Lyman	Professor of Agricultural Chemistry (on leave 1916-17)	\$ 1,800.00
	Professor of Soils	2,500.00
Thomas G. Phillips	Asst. Professor of Agricultural Chemistry	1,800.00

F. J. Salter	Instructor in Agricultural Chemistry	1,200.00
John L. Hutchinson	Instructor in Agricultural Chemistry	1,200.00
George M. McClure	Instructor in Agricultural Chemistry	1,200.00
E. C. Sleeth	Instructor in Soils	1,000.00
Chester M. Rose	Assistant in Agricultural Chemistry	600.00
P. E. Richards	Assistant in Soils	600.00
	Assistant	600.00
		<hr/>
		\$12,500.00

AGRICULTURAL ENGINEERING

H. C. Ramsower	Professor of Agricultural Engineering	\$ 2,500.00
F. W. Ives	Asst. Prof. of Agricultural Engineering	1,800.00
G. W. McCuen	Instructor in Agricultural Engineering	1,400.00
	Instructor in Agricultural Engineering	1,000.00
John T. Miller	Mechanic (12 mos.)	900.00
		<hr/>
		\$ 7,600.00

ANIMAL HUSBANDRY

Charles S. Plumb	Professor of Animal Husbandry	\$ 3,500.00
D. J. Kays	Professor of Animal Husbandry	2,400.00
Freeman S. Jacoby	Asst. Prof. of Poultry Husbandry	2,200.00
Schuyler M. Salisbury	Asst. Prof. of Animal Husbandry	1,700.00
Joel S. Coffey	Asst. Prof. of Animal Husbandry	2,000.00
Tom Stone	Instructor in Animal Husbandry	1,300.00
	Student Assistant in Poultry Husbandry	250.00
David M. Fyffe	Superintendent of Live Stock (12 mos.)	1,400.00
	Herdsmen (12 mos.)	720.00
Arthur Bayes	Poultryman (12 mos.)	780.00
	General Helper (12 mos.)	600.00
Robert Watson	Groom (12 mos.)	780.00
L. H. Myers	Teamster (12 mos.)	600.00
William Franklin	Shepherd (12 mos.)	720.00
Dan Swisher	Herdsmen (12 mos.)	600.00
	Herdsmen (12 mos.)	600.00
Thomas Bayes	Herdsmen (12 mos.)	660.00
	Pavilion Groom (12 mos.)	600.00
		<hr/>
		\$21,410.00

BOTANY

John H. Schaffner	Professor of Botany	\$ 2,750.00
Robert F. Griggs	Asst. Professor of Botany	1,900.00
Edgar N. Transeau	Professor of Botany	2,500.00
Freda Detmers	Asst. Professor of Botany	1,500.00

Wilmer G. Stover	Asst. Professor of Botany	1,700.00
Paul B. Sears	Instructor in Botany	1,000.00
	Graduate Assistant	300.00
	Graduate Assistant	300.00
	Student Assistant	150.00
	Student Assistant	150.00
	Student Assistant	150.00
	Gardener (12 mos.)	900.00
		<hr/>
		\$13,300.00

DAIRYING

Oscar Erf	Professor of Dairying	\$ 3,500.00
O. C. Cunningham	Asst. Professor of Dairying	2,000.00
W. L. Clevenger	Asst. Professor of Dairying	1,700.00
Robert B. Stoltz	Asst. Professor of Dairying	1,800.00
Fred Nobs	Cheese-maker	900.00
A. L. Bates	Driver (12 mos.)	540.00
		<hr/>
		\$10,440.00

FARM CROPS

	Professor of Farm Crops	\$ 2,500.00
Forrest W. Stemple	Assistant Prof. of Farm Crops ..	1,800.00
Lloyd E. Thatcher	Assistant in Farm Crops	1,000.00
	Assistant in Farm Crops	600.00
		<hr/>
		\$ 5,900.00

FORESTRY

W. R. Lazenby	Professor of Forestry	\$ 2,750.00
Norman W. Scherer	Asst. Professor of Forestry	1,700.00
Otto W. Pflueger	Instructor in Forestry	1,100.00
W. L. Dubois	Temporary Instructor	500.00
		<hr/>
		\$ 6,050.00

HOME ECONOMICS

Edna N. White	Professor of Home Economics ..	\$ 3,000.00
Anna R. Van Meter	Asst. Prof. of Home Economics ..	2,000.00
Maude C. Hathaway	Asst. Prof. of Home Economics ..	1,600.00
Grace G. Walker (Mrs.)	Instructor in Home Economics..	1,400.00
Lila Skinner	Instructor in Home Economics..	1,400.00
Marian L. Tucker	Instructor in Home Economics..	1,400.00
Maude G. Adams (Mrs.)	Supervisor of Practice Teaching	1,500.00
	Instructor in Home Economics..	1,200.00
Lelia McGuire	Assistant in Home Economics...	800.00
Agnes Brady	Assistant in Home Economics...	750.00
Esther McGinnis	Assistant in Home Economics...	750.00
	Assistant in Home Economics...	600.00
	Assistant in Home Economics...	400.00
Cora Elliott	Maid (12 mos.)	500.00
		<hr/>
		\$17,300.00

HORTICULTURE	
Wendell Paddock	Professor of Horticulture..... \$ 3,000.00
Vernon H. Davis	Professor of Horticulture..... 2,000.00
L. M. Montgomery	Professor of Horticulture..... 2,200.00
P. H. Elwood, Jr.	Asst. Professor of Landscape Architecture 1,800.00
A. D. Taylor	Non-Resident Professor of Land- scape Architecture 500.00
	Asst. Professor of Floriculture.. 1,800.00
W. H. Mosier	Instructor in Horticulture..... 1,000.00
Fred Windmiller	Assistant in Floriculture and Vegetable Gardening 1,000.00
H. R. Penton	Assistant in Horticulture 600.00
	<hr/> \$13,900.00

RURAL ECONOMICS	
Paul L. Vogt	Professor of Rural Economics .. \$ 2,500.00
Thomas D. Phillips	Asst. Professor of Rural Econom- ics (12 mos.) 1,800.00
John I. Falconer	Asst. Professor of Rural Econom- ics 2,000.00
	<hr/> \$ 6,300.00

WINTER COURSE	
Instruction	\$ 2,150.00

ZOOLOGY AND ENTOMOLOGY	
Herbert Osborn	Research Professor of Zoology and Entomology \$ 3,500.00
J. S. Hine	Associate Professor of Zoology and Entomology 1,800.00
W. M. Barrows	Asst. Prof. Zoology and Entomol- ogy (on leave) 1,500.00
Frederick H. Kreeker	Asst. Prof. of Zoology and Ento- mology 1,800.00
C. L. Metcalf	Asst. Prof. of Zoology and Ento- mology 1,800.00
W. J. Kostir	Instructor in Zoology and Ento- mology 1,400.00
C. J. Drake	Assistant in Zoology and Ento- mology 900.00
Vernon Haber	Assistant in Zoology and Ento- mology 800.00
	Substitute 1,200.00
	Six Graduate Assistants at \$300.00 each 1,800.00
	<hr/> \$16,500.00

LAKE LABORATORY	
F. H. Kreeker	Acting Director \$ 300.00
E. L. Fullmer 200.00
S. R. Williams 200.00

Z. P. Metcalf	200.00
J. H. Schaffner	200.00
Extra Lectures	50.00

\$ 1,150.00

DIVISION OF FARM OPERATIONS

A. E. Smith	Farm Foreman (12 mos.)	\$ 1,500.00
Leroy Wilson	Caretaker Horse Barn (12 mos.)	720.00
F. M. Ford	Teamster (12 mos.)	660.00
John Rhone	Teamster (12 mos.)	624.00
Charles Pugh	Teamster (12 mos.)	624.00
John S. Long	Teamster (12 mos.)	624.00
Marion Peck	Teamster (12 mos.)	624.00

\$ 5,376.00

SUMMARY OF SALARY BUDGET—COLLEGE OF AGRICULTURE

Agricultural Chemistry and Soils	\$ 12,500.00
Agricultural Engineering	7,600.00
Animal Husbandry	21,410.00
Botany	13,300.00
Dairying	10,440.00
Farm Crops	5,900.00
Forestry	6,050.00
Home Economics	17,300.00
Horticulture	13,900.00
Rural Economics	6,300.00
Winter Course	2,150.00
Zoology and Entomology	16,500.00
Lake Laboratory	1,150.00
Division of Farm Operations	5,376.00

Total\$139,876.00

AMERICAN HISTORY

G. W. Knight	Professor of American History (See Deans' Budget)	
	and Dean of College of Education	
Homer C. Hockett	Professor of American History..	\$ 2,500.00
Arthur M. Schlesinger	Asst. Prof. of American History	2,000.00
George A. Wood	Instructor in American History	1,200.00
	Graduate Assistant	300.00
	Graduate Assistant	300.00

\$ 6,300.00

ENGLISH

J. V. Denney	Professor of English and Dean of the College of Arts, Philosophy and Science	(See Deans' Budget)
J. R. Taylor	Professor of English	\$ 2,750.00
G. H. McKnight	Professor of English	2,750.00
William L. Graves	Professor of English	2,250.00
L. A. Cooper	Asst. Professor of English	2,000.00

E. L. Beck	Asst. Professor of English	2,000.00
V. A. Ketcham	Asst. Professor of English	2,000.00
C. E. Andrews	Asst. Professor of English	2,000.00
Milton Percival	Asst. Professor of English	2,000.00
J. Forrest Craig	Instructor in English	1,000.00
Charles G. Dishong	Instructor in English	1,000.00
Earl W. Wiley	Instructor in English	1,000.00
Gertrude L. Robinson	Instructor in English	750.00
Marjorie McCutcheon	Instructor in English	750.00
C. F. Lindsley	Instructor in English	750.00
Frederick W. Moore	Instructor in English	750.00
Louis Foley	Instructor in English	750.00
Hugo P. Wise	Assistant in English	500.00
O. W. Hankins	Assistant in English	300.00
Edith Sniffen	Assistant in English	300.00
Don L. Demorest	Assistant in English	300.00

\$25,900.00

EUROPEAN HISTORY

W. H. Siebert	Professor of European History..	\$ 3,500.00
Edgar H. McNeal	Professor of European History..	2,500.00
Clarence Perkins	Professor of European History..	2,000.00
Wilmer C. Harris	Instructor in European History	1,500.00
Pansy Higbee Bock	Graduate Assistant	300.00

\$ 9,800.00

GEOLOGY

C. S. Prosser	Professor of Geology	\$ 3,500.00
John A. Bownocker	Professor of Geology and Curator of Museum	2,500.00
Thos. McD. Hills	Asst. Professor of Geology.....	1,800.00
Walter A. Verweibe	Instructor in Geology.....	1,200.00
Clara G. Mark	Instructor in Geology.....	1,100.00
Kenneth Cottingham	Instructor in Geology.....	1,000.00
Raymond E. Lamborn	Graduate Assistant	300.00

\$11,400.00

GERMAN

M. B. Evans	Professor of German	\$ 3,500.00
B. A. Eisenlohr	Professor of German	2,000.00
May Thomas	Asst. Professor of German.....	1,500.00
Sarah T. Barrows	Asst. Professor of German.....	1,500.00
Ludwig Lewisohn	Asst. Professor of German.....	2,250.00
Robert O. Busey	Asst. Professor of German.....	1,500.00
H. C. Keidel	Asst. Professor of German.....	1,800.00
Theodore F. Kotz	Instructor in German.....	1,200.00
Heinrich Reese	Instructor in German.....	1,200.00
Ernest Rey	Assistant in German	500.00
L. Zelenka Lerando	Graduate Assistant	300.00

\$17,250.00

GREEK

George M. Bolling	Professor of Greek	\$ 3,500.00
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LATIN

S. C. Derby	Professor of Latin	\$ 2,750.00
A. W. Hodgman	Professor of Latin	2,500.00
W. S. Elden	Professor of Latin	2,500.00
James E. Dunlap	Instructor in Latin	1,200.00

\$ 8,950.00

PHILOSOPHY

J. A. Leighton	Professor of Philosophy.....	\$ 3,500.00
A. E. Davies	Professor of Philosophy.....	2,250.00
Albert R. Chandler	Asst. Professor of Philosophy..	1,800.00

\$ 7,550.00

POLITICAL SCIENCE

Henry R. Spencer	Professor of Political Science...	\$ 2,750.00
Francis W. Coker	Professor of Political Science...	2,500.00
	Graduate Assistant	300.00

\$ 5,550.00

ROMANCE LANGUAGES

Benjamin L. Bowen	Professor of Romance Languages	\$ 3,500.00
Charles A. Bruce	Professor of Romance Languages	2,500.00
E. S. Ingraham	Professor of Romance Languages	2,250.00
T. E. Hamilton	Asst. Professor of Romance Languages	1,500.00
G. S. Chapin	Asst. Professor of Romance Languages	1,500.00
W. T. Peirce	Asst. Professor of Romance Languages	2,250.00
J. K. Ditchy	Instructor in Romance Languages	1,200.00
Alexander P. Moore	Instructor in Romance Languages	1,200.00
Leopold Cardon	Instructor in Romance Languages	1,200.00
Ph. Teixido de Berris	Instructor in Romance Languages	1,200.00
Homer C. Haddox	Graduate Assistant	300.00
Luella S. Goode	Graduate Assistant	300.00
Pearl Summy	Graduate Assistant	300.00
R. R. Studler	Assistant	300.00

\$19,500.00

SUMMARY OF SALARY BUDGET—COLLEGE OF ARTS, PHILOSOPHY AND SCIENCE

American History	\$ 6,300.00
English	25,900.00
European History	9,800.00
Geology	11,400.00
German	17,250.00
Greek	3,500.00
Latin	8,950.00
Philosophy	7,550.00
Political Science	5,550.00
Romance Languages	19,500.00

\$115,700.00

ECONOMICS AND SOCIOLOGY

James E. Hagerty	Professor of Economics and Sociology and Dean of the College of Commerce and Journalism.	(See Deans' Budget)
M. B. Hammond	Professor of Economics and Sociology	\$ 3,500.00
O. C. Lockhart	Professor of Economics and Sociology	2,500.00
C. C. Huntington	Professor of Economics and Sociology	2,500.00
Clyde O. Ruggles	Professor of Economics and Sociology	2,500.00
Henry F. Walradt	Asst. Prof. of Economics and Sociology	1,800.00
E. W. Burgess	Asst. Prof. of Economics and Sociology	2,000.00
Carl E. Parry	Asst. Prof. of Economics and Sociology	2,000.00
Mary Louise Mark	Instructor in Economics and Sociology	1,600.00
Gould F. Harris	Instructor in Economics and Sociology	1,200.00
Walter C. Weidler	Instructor (on leave without salary)	
Otto F. Wilkinson	Instructor in Economics and Sociology	900.00
Horace B. Drury	Instructor in Economics and Sociology	1,300.00
Victor W. Bruder	Instructor in Economics and Sociology	1,400.00
R. D. McKenzie	Instructor in Economics and Sociology	1,300.00
G. W. Eckleberry	Assistant in Economics and Sociology	500.00
	Instructor in Economics and Sociology	1,000.00
	Instructor in Economics and Sociology	900.00
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		\$26,900.00

JOURNALISM

Joseph S. Myers	Professor of Journalism	\$ 4,000.00
Paul C. Carty	Instructor in Journalism (12 mos.)	1,804.00
M. H. Hallett	Instructor in Journalism (12 mos.)	1,560.00
Albert P. Taylor	Instructor in Journalism (12 mos.)	1,152.00
	Editor—"The Lantern"	500.00
	Business Manager—"The Lantern"	500.00
		<hr/>
		\$ 9,516.00

SUMMARY OF SALARY BUDGET—COLLEGE OF COMMERCE AND JOURNALISM

Economics and Sociology	\$ 26,900.00
Journalism	9,516.00

DENTISTRY \$ 36,416.00

H. M. Semans	Dean of the College of Dentistry and Professor of Operative Dentistry and Dental Anatomy	(See Deans' Budget)
Harvey V. Cottrell	Professor of Prosthetic Dentistry	\$ 1,200.00
William C. Graham	Instructor in Dental Medicine and Oral Hygiene	600.00
Roland B. Wiltberger	Instructor in Prosthetic Dentistry and Porcelain	800.00
Herbert S. Shumway	Instructor in Prosthetic Laboratory	800.00
Clyde H. Hebble	Superintendent of Operative Clinic and Instructor in Operative Technic	1,200.00
Charles W. Strosnider	Asst. Superintendent of Operative Clinic and Instructor in Dental Technic	1,000.00
Ollie O. Mobberly	Superintendent of Dental Laboratories and Summer Clinic (12 mos.)	1,800.00
Dick P. Snyder	Instructor in Operative Clinic..	800.00
Edwin W. Martindale	Instructor in Anaesthetics and Analgesia	400.00
Frank C. Starr	Instructor in Operative Clinic and Metallurgy	600.00
Irwin Bottenhorn	Clinical Instructor in Dental Pathology	600.00
Earl G. Jones	Assistant in Orthodontia	400.00
	Demonstrator in Operative Clinic	500.00
	Student Assistant in Dental Pathology and Histology.....	100.00
	Student Assistant in Freshman Dental Laboratory	100.00

ART \$10,900.00

Charles F. Kelley	Professor of Art	\$ 2,500.00
Alice Robinson	Instructor in Art	1,600.00
Mary Louise Shepherd	Instructor in Art	1,300.00
W. J. Norris	Instructor in Art	1,400.00
O. E. Christensen	Instructor in Art	1,200.00

\$ 8,000.00

HISTORY AND PHILOSOPHY OF EDUCATION

Lewis F. Anderson	Professor of History and Philosophy of Education	\$ 3,000.00
	Assistant in History and Philosophy of Education	600.00

\$ 3,600.00

MANUAL TRAINING

Eldon L. Usry	Professor of Manual Training ..	\$ 2,500.00
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PRINCIPLES AND PRACTICES OF EDUCATION

	Professor of Principles and Practice of Education	\$ 3,500.00
George R. Twiss	Professor of Principles and Practice of Education (2nd semester)	1,500.00
J. L. Clifton	Asst. Prof. of Principles and Practice of Education	2,500.00
	Asst. Prof. of Agricultural Education	2,000.00
	Critic Teachers	300.00
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		\$ 9,800.00

PSYCHOLOGY

George F. Arps	Professor of Psychology	\$ 3,500.00
Rudolph Pintner	Asst. Professor of Psychology..	2,300.00
A. P. Weiss	Asst. Professor of Psychology..	2,000.00
John E. Evans	Instructor in Psychology.....	1,800.00
Harry W. Crane	Instructor in Psychology.....	1,600.00
J. W. Bridges	Instructor in Psychology.....	1,800.00
Karl M. Dallenbach	Instructor in Psychology.....	1,600.00
	Laboratory Assistant	500.00
	Laboratory Assistant	400.00
	Graduate Assistant	300.00
	Graduate Assistant	300.00
		<hr/>
		\$16,100.00

SCHOOL ADMINISTRATION

Samuel W. Brown	Professor of School Administration	\$ 2,500.00
	Graduate Assistant	300.00
		<hr/>
		\$ 2,800.00

SUMMARY OF SALARY BUDGET—COLLEGE OF EDUCATION

Art	\$ 8,000.00
History and Philosophy of Education	3,600.00
Manual Training	2,500.00
Principles and Practice of Education	9,800.00
Psychology	16,100.00
School Administration	2,800.00
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	\$ 42,800.00

ARCHITECTURE

(Budget not adopted at this time.)

ASTRONOMY

H. C. Lord	Professor of Astronomy	\$ 3,000.00
E. S. Manson, Jr.	Associate Professor of Astronomy	1,800.00
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		\$ 4,800.00

CERAMIC ENGINEERING

Edward Orton Jr.	Research Professor in Ceramic Engineering	\$ 1,500.00
Arthur S. Watts	Professor of Ceramic Engineering	3,000.00
Carl B. Harrop	Assistant Professor of Ceramic Engineering	1,800.00
	Assistant Professor of Ceramic Engineering (½ time)	1,000.00
J. C. Lysatt	Technician	600.00
		<hr/>
		\$ 7,900.00

CHEMISTRY

S. A. Norton	Emeritus Professor of Chemistry	\$ 1,250.00
William McPherson	Professor of Chemistry and Dean of the Graduate school	(See Dean's Budget)
W. E. Henderson	Professor of Inorganic and Physical Chemistry	3,000.00
C. W. Foulk	Professor of Analytical Chemistry	2,500.00
William L. Evans	Professor of Chemistry	3,500.00
J. R. Withrow	Professor of Chemistry	3,000.00
J. W. Shipley	Assistant Professor of Chemistry	1,800.00
C. E. Boord	Assistant Professor of Chemistry	1,800.00
R. C. Hummell	Instructor in Chemistry	1,200.00
J. H. Young	Instructor in Chemistry	1,000.00
Edward Schmidt	Assistant in Chemistry	700.00
C. R. McCrosky	Assistant in Chemistry	700.00
G. Stegeman	Assistant in Chemistry	700.00
Marion Hollingsworth	Assistant in Chemistry	700.00
Emil Balz	Assistant in Chemistry	700.00
H. B. Adkins	Assistant in Chemistry	700.00
Melvin G. Mellon	Graduate Assistant	300.00
Evan L. Mahaffey	Assistant in Chemistry (part time)	300.00
Clyde S. Adams	Graduate Assistant	300.00
H. K. Baumgardner	Graduate Assistant	300.00
Charles R. Bennett	Graduate Assistant	300.00
Charles H. Keck	Graduate Assistant	300.00
William W. Lake	Graduate Assistant	300.00
David R. Mellon	Graduate Assistant	300.00
Lowell H. Milligan	Graduate Assistant	300.00
Robert M. Sanford	Graduate Assistant	300.00
Lorin B. Sebrell	Graduate Assistant	300.00
John A. Vanderwerf	Graduate Assistant	300.00

Graduate Assistant	300.00
Graduate Assistant	300.00
Graduate Assistant	300.00

\$28,450.00

CIVIL ENGINEERING

C. E. Sherman	Professor of Civil Engineering..	\$ 2,500.00
F. H. Eno	Professor of Municipal Engineering	2,500.00
Clyde T. Morris	Professor of Structural Engineering	3,000.00
W. S. Hindman	Asst. Professor of Civil Engineering	1,800.00
G. F. Schlesinger	Asst. Professor of Civil Engineering	1,600.00
Roscoe C. Sloane	Asst. Professor of Civil Engineering	1,600.00
Wilhelm Neilson	Instructor in Civil Engineering	1,300.00
Carl G. Faehnle	Instructor in Civil Engineering	1,100.00

\$15,400.00

ELECTRICAL ENGINEERING

F. C. Caldwell	Professor of Electrical Engineering	\$ 3,000.00
A. E. Flowers	Professor of Electrical Engineering	2,500.00
J. E. Shepardson	Instructor in Electrical Engineering	1,400.00
R. A. Brown	Instructor in Electrical Engineering	1,300.00
T. O. Farmer	Assistant in Electrical Engineering	750.00
	Assistant in Electrical Engineering (half time)	350.00
Wm. R. Alexander	Machinist (12 mos.)	1,080.00
Elton W. Carlisle	Machinist's Helper (12 mos.)...	510.00

\$10,890.00

ENGINEERING DRAWING

Thomas E. French	Professor of Engineering Drawing	\$ 3,500.00
Robert Meiklejohn	Assistant Professor of Engineering Drawing	1,900.00
O. E. Williams	Assistant Professor of Engineering Drawing	1,500.00
Cree Sheets	Assistant Professor of Engineering Drawing	1,500.00
W. D. Turnbull	Assistant Professor of Engineering Drawing	1,500.00
E. J. Gilbert	Instructor in Engineering Drawing	1,400.00
C. L. Svensen	Instructor in Engineering Drawing	1,500.00

T. Y. Inagaky	Instructor in Engineering Drawing	1,100.00
S. S. Withrow	Assistant in Engineering Drawing	700.00
A. L. Whiteside	Student Assistant	300.00
		<hr/>
		\$14,900.00

INDUSTRIAL ARTS

F. E. Sanborn	Professor of Industrial Arts (11 mos.)	\$ 2,420.00
W. A. Knight	Associate Professor of Machine Shop Practice (11 mos.)	1,925.00
C. M. Beem	Instructor in Pattern-Making and Founding (11 mos.)	1,595.00
A. A. Case	Instructor in Vise Work (11 mos.)	1,320.00
U. W. Denman	Instructor in Wood Working (11 mos.)	1,100.00
Jacob A. Foust	Instructor in Forging (11 mos.)	1,210.00
J. J. Breckur	Assistant in Founding (11 mos.)	935.00
R. E. Smith	Assistant in Woodworking (10 mos.)	900.00
Perry L. Wright	Assistant in Forging (11 mos.)	880.00
Harold Wright	Assistant (11 mos.)	715.00
Carl M. Senn	Assistant in Woodworking (10 mos.)	600.00
	Student Assistant (10 mos.)	300.00
		<hr/>
		\$13,900.00

MATHEMATICS

R. D. Bohannon	Professor of Mathematics	\$ 3,500.00
G. W. McCoard	Professor of Mathematics	1,800.00
K. D. Swartzel	Professor of Mathematics	2,500.00
H. W. Kuhn	Professor of Mathematics	2,500.00
S. E. Rasor	Professor of Mathematics	2,200.00
C. L. Arnold	Associate Professor of Mathematics	2,000.00
J. B. Preston	Assistant Professor of Mathematics	1,500.00
C. C. Morris	Professor of Mathematics	*1,000.00
Grace Bareis	Assistant Professor of Mathematics	1,300.00
C. J. West	Assistant Professor of Mathematics	1,700.00
Hortense Rickard	Assistant in Mathematics	1,300.00
Charlotte Morningstar	Graduate Assistant	300.00
Garbis Keulegan	Graduate Assistant	300.00
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		\$21,900.00

MECHANICAL ENGINEERING

William T. Magruder	Professor of Mechanical Engineering	\$ 3,500.00
F. W. Marquis	Professor of Steam Engineering	2,500.00

*Paid \$1,000.00 as Assistant to Dean of College of Engineering.

Horace Judd	Associate Professor of Experimental Engineering	2,000.00
A. I. Brown	Instructor in Mechanical Engineering	1,500.00
Ray Ellis	Assistant in Mechanical Engineering	750.00
	Assistant in Mechanical Engineering	750.00
	Assistant in Mechanical Engineering	900.00
J. J. Davis	Machinist (12 mos.)	1,020.00
Roy Pratt	Helper and Fireman (12 mos.) ..	840.00
	Helper (10 mos.)	500.00
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		\$14,260.00

MECHANICS

James E. Boyd	Professor of Mechanics	\$ 3,000.00
E. F. Coddington	Professor of Mechanics	2,500.00
	Instructor	1,000.00
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		\$ 6,500.00

METALLURGY

E. E. Somermeier	Professor of Metallurgy (half time)	\$ 1,200.00
D. J. Demorest	Professor of Metallurgy and Acting Head of Department	2,500.00
E. C. Smith	Instructor	1,400.00
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		\$ 5,100.00

MINE ENGINEERING

Frank A. Ray	Professor of Mine Engineering.	\$ 2,000.00
Wells H. Minor	Assistant Professor of Mine Engineering	1,800.00
Charles W. Davis	Student Assistant	300.00
	Student Assistant	300.00
	Student Assistant	150.00
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		\$ 4,550.00

MINERALOGY

W. J. McCaughey	Assistant Professor of Mineralogy and Acting Head of Department	\$ 2,000.00
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		\$ 2,000.00

PHYSICS

A. D. Cole	Professor of Physics	\$ 3,500.00
R. F. Earhart	Professor of Physics	2,500.00
F. C. Blake	Professor of Physics (on leave 1916-1917)	1,800.00
S. J. Barnett	Professor of Physics	2,500.00
Charles Sheard	Professor of Physics and Applied Optics	2,250.00
Alpheus W. Smith	Assistant Professor of Physics.	2,500.00

H. G. Heil	Instructor in Physics	1,600.00
D. A. Woodbury	Instructor in Physics	1,300.00
Alva W. Smith	Instructor in Physics	1,200.00
J. H. Service	Assistant in Physics	700.00
C. W. Jarvis	Assistant in Physics	700.00
	Assistant in Physics	600.00
	Assistant in Physics	750.00
B. F. Salisbury	Graduate Assistant	300.00
	Graduate Assistant	300.00
	Graduate Assistant	300.00
Arthur P. Freund	Mechanician (12 mos.)	1,200.00
		<hr/> \$24,000.00

SUMMARY OF SALARY BUDGET—COLLEGE OF ENGINEERING

Architecture	(Budget not adopted at this time)	
Astronomy	\$	4,800.00
Ceramic Engineering		7,900.00
Chemistry		28,450.00
Civil Engineering		15,400.00
Electrical Engineering		10,890.00
Engineering Drawing		14,900.00
Industrial Arts		13,900.00
Mathematics		21,900.00
Mechanical Engineering		14,260.00
Mechanics		6,500.00
Metallurgy		5,100.00
Mine Engineering		4,550.00
Mineralogy		2,000.00
Physics		24,000.00

HOMEOPATHIC MEDICINE \$174,550.00

Claude A. Burrett	Professor of General and Clinical Surgery and Dean of the College of Homeopathic Medicine	(See Deans' Budget)
Fred B. Grosvenor	Professor of Clinical Diagnosis and Clinical Microscopy	\$ 2,400.00
Albert E. Hinsdale	Professor of Materia Medica and Clinical Therapeutics	2,400.00
J. A. Ferree	Professor of Ophthalmology, Otolaryngology and Rhinology	2,400.00
Roy C. Wolcott	Professor of Internal Medicine	2,400.00
William A. Humphrey	Professor of Diseases of Women, Surgical Gynecology and Obstetrics	2,400.00
Jacob R. Wiggers	Student Assistant	500.00
H. J. Knapp	Student Assistant	300.00
J. G. Keiser	Graduate Assistant	200.00
John Shoemaker	Student Assistant	200.00
George B. Faulder	Assistant in Gynecology and Supervising Anaesthetist	500.00
R. V. Hadley	Assistant in Clinical Laboratory	500.00

\$14,200.00

HOMEOPATHIC HOSPITAL

Jessie Harrod	Chief Nurse (12 mos.)	\$ 900.00
Helen Johnson	Teacher of Surgical Dressing...	720.00
	House Physician	200.00
	Student Nurse	50.00
Cora Ranous (Mrs.)	Student Nurse	75.00
Louisa Harrod	Student Nurse	75.00
Rena Daly	Student Nurse	75.00
Vera Benjamin	Student Nurse	75.00
Elinor Schlegemilch	Student Nurse	75.00
Hazel Ault	Student Nurse	75.00
Olga Johnson	Student Nurse	75.00
Sarah Fulton	Student Nurse	75.00
Martha Bower	Student Nurse	75.00
Angie Fuller	Student Nurse	75.00
	Night Supervisor of Nurses....	400.00
	14 Nurses	280.00
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		\$ 3,300.00

SUMMARY OF SALARY BUDGET—COLLEGE OF HOMEOPATHIC MEDICINE

Homeopathic Medicine	\$ 14,200.00
Homeopathic Hospital	3,300.00
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	\$ 17,500.00

COLLEGE OF LAW

John J. Adams	Professor of Law and Dean of the College of Law.....	(See Deans' Budget)
W. H. Page	Professor of Law	\$ 3,750.00
George W. Rightmire	Professor of Law (on leave 1916-1917)	2,000.00
A. H. Tuttle	Professor of Law	3,500.00
W. B. Cockley	Professor of Law	2,750.00
Clarence D. Laylin	Professor of Law	3,500.00
	Substitute Instructor	1,500.00
		<hr/>
		\$17,000.00

COLLEGE OF PHARMACY

(Budget not adopted at this time.)

COLLEGE OF VETERINARY MEDICINE

D. S. White	Professor of Veterinary Medicine and Dean of College of Veterinary Medicine	(See Deans' Budget)
Septimus Sisson	Professor of Comparative Anatomy	\$ 3,500.00
O. V. Brumley	Professor of Veterinary Surgery	3,500.00
A. G. G. Richardson	Professor of Veterinary Pathology	2,650.00
F. A. Lambert	Assistant Professor of Comparative Anatomy	1,900.00
J. H. Snook	Assistant Professor of Veterinary Surgery.....	1,900.00

J. N. Shoemaker	Assistant Professor of Veterinary Medicine and	1,650.00
	Manager of Summer Clinic	300.00
Walter R. Hobbs	Instructor in Veterinary Surgery	1,300.00
R. L. Mundhenk	Instructor in Veterinary Pathology	1,100.00
	Hospital Clerk	600.00

\$18,400.00

GRADUATE SCHOOL

Carl W. Bock	Graduate Fellow	\$ 500.00
Erwin H. Bohn	Graduate Fellow	500.00
F. A. Fenton	Graduate Fellow	500.00
Wilmer C. Gangloff	Graduate Fellow	500.00
Enoch F. George	Graduate Fellow	500.00
Warner E. Gettys	Graduate Fellow	500.00
Raymond A. Gregory	Graduate Fellow	500.00
Claude P. McNeil	Graduate Fellow	500.00
Margaret M. Anderson	Graduate Fellow	500.00
	Graduate Fellow	500.00
Lily M. Batterham	Graduate Scholar	250.00
George N. Baumiller	Graduate Scholar	250.00
William H. Lapp	Graduate Scholar	250.00
Mildred Myers	Graduate Scholar	250.00
Harold E. Peebles	Graduate Scholar	250.00
James E. Pollard	Graduate Scholar	250.00
Rogers D. Rusk	Graduate Scholar	250.00
Henry W. Schuer	Graduate Scholar	250.00
Carrie E. Wolfe	Graduate Scholar	250.00
Myrla Lowe	Graduate Scholar	250.00
Mabel Burkett	Graduate Scholar	250.00
Ethel Ewing	Graduate Scholar	250.00
Ernest A. Doerschuk	Graduate Scholar	250.00
Anthony Marino	Graduate Scholar	250.00
Joseph D. Smith	Graduate Scholar	250.00
Glenn O. Swing	Graduate Scholar	250.00
Eunah Temple	Graduate Scholar	250.00
	Graduate Scholar	250.00
	Graduate Scholar	250.00

\$10,000.00

DEANS

Alfred Vivian	Dean of the College of Agriculture	\$ 4,000.00
Joseph V. Denney	Dean of the College of Arts, Philosophy and Science	4,000.00
James E. Hagerty	Dean of the College of Commerce and Journalism	4,000.00
Harry M. Semans	Dean of the College of Dentistry.	3,750.00
George W. Knight	Dean of the College of Education	4,000.00
Claude A. Burrett	Dean of the College of Homeopathic Medicine	3,250.00
John J. Adams	Dean of the College of Law.....	5,000.00

	Dean of the College of Engineering	5,000.00
Eugene F. McCampbell	Dean of the College of Medicine..	4,000.00
	Dean of the College of Pharmacy	1,500.00
D. S. White	Dean of the College of Veterinary Medicine	4,000.00
William McPherson	Dean of the Graduate School...	4,000.00
C. C. Morris	Assistant to Dean of College of Engineering	1,000.00
Verle C. Smith	Assistant to Dean of College of Agriculture	1,800.00
		<hr/> \$49,300.00

PHYSICAL EDUCATION

L. W. St. John	Professor of Physical Education	\$ 3,000.00
Henry C. Ohlson	Instructor in Physical Education	1,700.00
Allison W. Marsh	Instructor in Physical Education	1,500.00
George M. Trautman	Instructor in Physical Education	1,500.00
Florence A. Meyer	Assistant Professor of Physical Education	1,700.00
Margaret C. Hammett	Instructor in Physical Education	1,200.00
J. H. Nichols	Assistant Professor of Physical Education	2,250.00
Karl S. McComb	Student Assistant	300.00
Selma Mesloh	Assistant in Physical Education	400.00
Mrs. Clark Hunter	Pianist	500.00
Lola Stout	Maid (12 mos.)	450.00
		<hr/> \$14,500.00

MILITARY SCIENCE AND TACTICS

George L. Converse	Professor of Military Science and Tactics	\$ 900.00
Truman D. Thorpe	Assistant to the Commandant..	1,500.00
Gustav Bruder	Band Master	400.00
	Lieutenant Colonels (2 at \$75 each)	150.00
	Majors (6 at \$50 each)	300.00
	Captains (22 at \$40 each)....	880.00
	Lieutenants (42 at \$30 each)...	1,260.00
	Band Lieutenants (1 at \$40)...	40.00
	Band Volunteers (5 at \$20 each)	100.00
		<hr/> \$ 5,530.00

LIBRARY

Olive Jones	Librarian (10 mos.)	\$ 2,000.00
Harriet Townshend	Assistant (12 mos.)	840.00
Gertrude Kellicott	Accession Librarian (12 mos.)..	1,500.00
Donald Leidigh	Accession Assistant (12 mos.)..	840.00
Alice D. McKee	Cataloguer (12 mos.)	960.00
	Cataloguing Assistant (12 mos.)	780.00
Maud Jeffrey	Reference Librarian (12 mos.)..	1,500.00
Charles W. Reeder	Reference Librarian (12 mos.)..	1,800.00
Bertha Schneider	Head Cataloguer (12 mos.)....	1,260.00

Nelson McCombs	Library Assistant (12 mos.)....	600.00
Louise Schoeneweiss	Library Assistant (12 mos.)....	1,020.00
Alice Morris	Library Assistant (12 mos.)....	900.00
Roy E. Haber	Stack Attendant (12 mos.)	600.00
E. F. Gerish	Night Assistant (12 mos.)	360.00
Marguerite Mitchell	Library Assistant (12 mos.)....	960.00
Lillian Nippert	Library Assistant (12 mos.)....	720.00
Alice D. Cruickshank	Cataloguer (12 mos.)	960.00
Harriet S. Dutcher	Assistant Cataloguer (12 mos.)..	960.00
Paul R. Byrne	Reference Assistant (12 mos.)..	1,200.00
	Cataloguer (12 mos.)	960.00
Amy C. Crane	Library Assistant—College of Medicine—(12 mos.)	600.00
Bliss Magly	Night Assistant (12 mos.)	360.00
Mae M. Walker (Mrs.)	Library Assistant—Brown Hall —(12 mos.)	720.00
	Library Assistant (12 mos.)....	720.00
	Check Room Attendant (12 mos.)	840.00
	Loan Desk Attendant (12 mos.)	360.00
	Collation Assistant (12 mos.)...	360.00
		<hr/> \$24,680.00

MISCELLANEOUS

H. S. Wingert	Director of Student Health Ser- vice	\$ 2,750.00
Mary Powers	Matron—Rest Room	450.00
D. J. Demorest	University Chemist	500.00
		<hr/> \$ 3,700.00

SUMMARY OF SALARY BUDGET—PRESIDENT'S DIVISION

Deans	\$ 49,300.00
Physical Education	14,500.00
Military Science and Tactics	5,530.00
Library	24,680.00
Miscellaneous	3,700.00
	<hr/> \$ 97,710.00

PRESIDENT'S OFFICE

W. O. Thompson	President	\$ 7,000.00
Katharine H. Duncan	Executive Clerk	1,500.00
Eva L. Schilling	Stenographer	840.00
	Auditor of Student Accounts...	900.00
		<hr/> \$10,240.00

SECRETARY AND BUSINESS MANAGER'S OFFICE

Carl E. Steeb	Secretary and Business Manager	\$ 5,000.00
R. M. Royer	Purchasing Agent	2,000.00
Bess C. Watters	Cashier	1,200.00
Jane S. Haskett	Chief Clerk	1,200.00
Mary Kraus	Auditor	1,200.00
Clara Baker	Book-keeper	900.00
Helen Zeller	Inventory Clerk	1,200.00
Louise Kraus	Cost Clerk	780.00

Ethel Gilkey	Clerk	780.00
Katherine Vogel	Clerk	900.00
Hazel Bratton	Typist	720.00
Harold F. Keenan	Clerk	660.00
Edgar W. Dean	Comptroller	1,900.00
Marguerite Lewis	Stenographer	660.00

\$19,100.00

REGISTRAR'S OFFICE

Edith D. Cockins	Registrar, Secretary of the Faculty and University Editor...	\$ 2,200.00
Lucy Taylor	Assistant	1,200.00
Clara Miller	Assistant	900.00
	Assistant	780.00
Helen Clarke	Assistant	900.00
Sara Jacobs	Assistant	840.00
Winifred Warner	Assistant	780.00
	Assistant	720.00

\$ 8,320.00

ENTRANCE BOARD

Lester E. Wolfe	Secretary	\$ 2,200.00
Frances B. Work	Stenographer	720.00
Wilda B. Ruth	Typist	660.00

\$ 3,580.00

MISCELLANEOUS

W. M. Mutchmore	Custodian	\$ 1,200.00
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STENOGRAPHIC AND CLERICAL

	Stenographer—Townshend Hall.	\$ 660.00
Aimee Obaugh	Stenographer—Townshend Hall.	720.00
Naomi Haber	Clerk—Townshend Hall	660.00
Mary Lahmering	Stenographer—Lord Hall	720.00
Lenora Glasgow	Stenographer—College of Engineering	780.00
Annette M. Shugert	Stenographer—Brown Hall	720.00
Mary Thomas	Stenographer—Botany and Zoology Building	720.00
John F. Madden	Armorer—Military Department.	720.00
Charles E. Findlay	Clerk—Military Department....	720.00
W. F. Felch	Clerk—Physical Education Department	720.00
Mabel Moran	Stenographer—Veterinary Laboratory	660.00
Eva Smith	Stenographer—Horticulture and Forestry Building	720.00
Hugh Hardy	Clerk—Mailing Room	840.00
Lurene Wade	Clerk—University Hall	660.00
Alta Eason	Stenographer—Dairy Department	600.00
Marie Haines	Sales Clerk—Dairy Department	660.00
M. Grace White	Stenographer—Page Hall	660.00
Clarissa Arndt	Stenographer—College of Educa-	

	tion	660.00
Helen Silberbert	Stenographer—Chemistry Building	600.00
Mary Hunter (Mrs.)	Stenographer—Robinson Laboratory, M. E. Dept.	600.00
	Asst. Armorer—Military Science Department	300.00
Carrie Dudley	Clerk—College of Medicine....	900.00
Allie F. Harness (Mrs.)	Clerk—College of Dentistry....	660.00
Florence M. Spencer	Stenographer—Judging Pavilion	600.00
Margaret W. Fisher	Stenographer—College of Homoeopathic Medicine	660.00
Ruth M. Ford	Stenographer—Hayes Hall	660.00
	Stenographer—Entrance Board (half time)	330.00
	Stenographer—Physics Building	600.00
Agnes Ryan	Stenographer—Townshend Hall.	600.00
Katharine Conard	Stenographer—Graduate School and Summer Session	720.00
Lulu Shepherd	Stenographer—Robinson Laboratory, E. E. Dept.	600.00
	Stenographer—Hayes Hall....	600.00
	Stenographer—Shops Building..	600.00
	Stenographer—University Hall.	600.00
Edith Rathbun	Stenographer—College of Commerce and Journalism	600.00
Charles Kuntz	Secretary to Dean of College of Medicine	1,200.00
	Stenographer—College of Medicine	840.00
	Stenographer—College of Medicine	720.00
	Stenographer—College of Medicine	600.00
	Stenographer—College of Medicine	600.00
		<hr/>
		\$26,790.00

UNIVERSITY ARCHITECT'S OFFICE
(Budget not adopted at this time.)

STORES AND RECEIVING DEPARTMENT

F. E. Jones	Receiving Clerk	\$ 1,900.00
H. W. Brewer	Storekeeper	1,020.00
H. W. Miller	First Assistant	900.00
Errett A. Davis	Second Assistant	840.00
James Lawson	Checking Clerk	840.00
Earl Conway	Stock Clerk	840.00
Blanche Sullivan	Clerk	840.00
Florence Hill	Clerk	780.00
George C. Hayman	Third Assistant	720.00
Mabel Clum	Typist	720.00
Willis Fichtelman	Delivery Man	660.00
	Helper	600.00

\$10,660.00

DEAN OF WOMEN

Caroline M. Breyfogle	Dean of Women and Professor of Biblical History and Literature	\$ 2,000.00
	Assistant	660.00
		<hr/>
		\$ 2,660.00

SUMMARY OF SALARY BUDGET—ADMINISTRATIVE DIVISION

President's Office	\$ 10,240.00
Secretary and Business Manager's Office	19,100.00
Registrar's Office	8,320.00
Entrance Board	3,580.00
Medical College—Custodian	1,200.00
Stenographic and Clerical	26,790.00
Stores and Receiving Department	10,660.00
Dean of Women	2,660.00
University Architect (Budget not adopted)	<hr/>
	\$ 82,550.00

ENGINEER'S OFFICE

William C. McCracken	Superintendent of Buildings and Grounds	\$ 3,000.00
C. M. Dunbar	Clerk	1,020.00
Edmund Millfelt	Stenographer	720.00
		<hr/>
		\$ 4,740.00

BUILDINGS AND GROUNDS

Robert C. Kaiser	Plumber (House free)	\$ 1,200.00
H. E. Truxall	Painter	1,050.00
E. Inscho	Plumber's Helper	840.00
T. McGarry	Foreman of Campus (House free)	960.00
H. R. Johnson	Tinner	1,050.00
J. Kraner	Carpenter	1,200.00
J. Brain	Painter	900.00
J. Shotts	Painter	960.00
E. Long	Campus Laborer	690.00
L. Stewart	Campus Laborer	660.00
H. Reasoner	Campus Laborer	660.00
Joseph Venis	Campus Laborer	690.00
Martin Caughlin	Carpenter	1,100.00
G. A. Johnstone	Carpenter	1,100.00
	Mower	780.00
		<hr/>
		\$13,840.00

LIGHT, HEAT AND POWER

J. P. Covan	Master Mechanic	\$ 1,800.00
W. H. Case	Assistant Chief Engineer	1,200.00
Fred Brewer	Engineer	1,020.00
W. D. Hicks	Engineer	1,020.00
C. Ashenhurst	Fireman	900.00
Samuel Lowery	Fireman	900.00
Otto Law	Fireman	900.00

A. O. Kaiser	Helper to Engineer	900.00
Frank Beck	Electrician	1,200.00
G. W. Dillihunt	Assistant Electrician	1,020.00
William Anderson	Craneman	960.00
B. A. LeBay	Steam Fitter	1,020.00
I. C. Reasoner	Blacksmith	900.00
Clinton T. Fippen	Helper	720.00
C. Woodford	Fireman	900.00
G. E. Shepherd	Steam Fitter	1,200.00
J. E. B. Snyder	Engineer	1,020.00
	Night Trouble Man	900.00
J. Fredo	Craneman's Helper	690.00
T. Garson	Ash Wheeler	690.00
L. Mazzola	Ash Wheeler	690.00
F. Richi	Ash Wheeler	690.00
J. Marchezo	Wiper	690.00
Charles Reasoner	Blacksmith's Helper	600.00

\$22,530.00

JANITORS AND ELEVATOR MEN

Chas. M. Hicks	Inspector	\$ 960.00
Richard Brandon	Janitor—Armory	660.00
J. A. Bond	Janitor—Townshend Hall	660.00
Willis M. Stahl	Janitor—Brown Hall	660.00
D. W. Williams	Janitor—Chemistry Building...	660.00
William Daehler	Janitor—Chemistry Building...	660.00
W. H. Spurgeon	Janitor—Armory	660.00
M. N. Cook	Janitor—Brown Hall	660.00
Harry Chantler	Janitor—Library Building....	690.00
John O'Rourke	Janitor—University Hall	720.00
O. E. Kiger	Janitor—Library Building	690.00
J. J. Weate	Janitor—Lord Hall	690.00
W. W. Whitmer	Janitor—Lord Hall	690.00
Carl C. Lowe	Student Janitor—Observatory..	300.00
S. A. Williams	Janitor—Townshend Hall	660.00
Mrs. Lou Cornett	Janitress—Orton Hall	450.00
John W. Brown	Janitor—Page Hall	660.00
W. E. Simpson	Janitor—Botany and Horticulture Buildings	660.00
G. C. Denny	Janitor—Horticulture and Forestry Building	690.00
B. N. Lewis	Janitor—Physics and Page Halls	660.00
Oliver Smith	Janitor—Robinson Laboratory..	690.00
R. M. Moore	Janitor—Robinson Laboratory..	690.00
Fred Fleischer	Janitor—Orton Hall	690.00
John DeWitte	Janitor—Physics Building	690.00
Jack Gantz	Janitor—Service Building	660.00
L. F. Jordan	Janitor—University Hall	690.00
B. F. Tallmadge	Janitor—Veterinary Clinic	690.00
G. W. Weygandt	Janitor—Veterinary Clinic	690.00
W. H. Walker	Janitor—Veterinary Clinic	690.00
E. L. Clements	Janitor—Veterinary Laboratory	720.00
Oscar Metze	Janitor—Veterinary Laboratory	690.00
E. B. Seaman	Janitor—Horse Barn	300.00
G. Miller	Janitor—Chemistry Building...	660.00

Charles A. Hopkins	Janitor—Library Building	690.00
Wilfred Curry	Janitor—Botany and Zoology Building	690.00
James E. Halliday	Janitor—Homeopathic Hospital.	690.00
James Merrill	Janitor—Park Street Building..	600.00
Mrs. James Merrill	Janitress—Park Street Building	232.00
Huston Jones	Diener—Park Street	660.00
Thomas Evans	Janitor—Park Street (for Lab. during session)	660.00
William Pohle	Janitor—State Street Building.	660.00
John Long	Janitor for supply work.....	690.00
Mrs. Agnes McGrail	Janitress—Hayes Hall	450.00
S. T. Brooks	Janitor—Biological Hall	690.00
E. R. Muse	Janitor—Park Street Building..	550.00
L. W. Richardson	Janitor—Hayes Hall	690.00
	Janitor—Armory	660.00
	Janitor—Homeopathic Hospital.	550.00
	Janitor—Homeopathic Hospital.	550.00
	Janitress—Homeopathic Hospital	375.00
	Janitress—Homeopathic Hospital	375.00
	Janitress—Homeopathic Hospital	375.00
	Janitor—Home Economics Building	550.00
	Janitor—Shops Building	550.00
	Janitor—Shops Building	550.00
M. S. Harvey	Elevator Man	420.00

\$34,597.00

POLICE AND WATCHMEN

William North	Day Policeman	\$ 840.00
William Mahaffey	Night Watchman	750.00
John T. Daniels	Night Watchman	750.00
H. S. Brown	Policeman	780.00

\$ 3,120.00

LAUNDRY

Bert E. Faught	Laundryman	\$ 600.00
Mrs. Myrtle Faught	Laundress	600.00
Grace Graham	Helper in Laundry	450.00

\$ 1,650.00

SUMMARY OF SALARY BUDGET—PHYSICAL PLANT

Engineer's Office	\$ 4,740.00
Buildings and Grounds	13,840.00
Light, Heat and Power	22,530.00
Janitors and Elevator Men	34,597.00
Police and Watchmen	3,120.00
Laundry	1,650.00

\$ 80,477.00

RECAPITULATION

College of Agriculture	\$139,876.00
College of Arts, Philosophy and Science	115,700.00
College of Commerce and Journalism	36,416.00

College of Dentistry	10,900.00
College of Education	42,800.00
College of Engineering	174,550.00
College of Homeopathic Medicine	17,500.00
College of Law	17,000.00
College of Medicine	65,280.00
College of Veterinary Medicine	18,400.00
Graduate School	10,000.00
President's Division	97,710.00
Administrative Division	82,550.00
Physical Plant	80,477.00
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Total Salaries	\$909,159.00
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The President presented a request from Professor Thomas E. French for the authorization of expenses as a delegate to the meeting of the Western Conference, to be held at Chicago, June 2-3, 1916. No action was taken on this request.

* * * * *

Adjourned.

Attest: CARL E. STEEB,
Secretary.

JULIUS F. STONE,
Chairman.

OFFICE OF THE BOARD OF TRUSTEES
THE OHIO STATE UNIVERSITY

COLUMBUS, OHIO, JUNE 6, 1916.

9:30 A. M.

The Board of Trustees met at the University pursuant to the rules.

Present: Julius F. Stone, Chairman; F. E. Pomerene, John F. Cunningham and John Kaiser.

* * * * *

Upon the recommendation of the Faculty, it was ordered that the following degrees be conferred by the President of the University:

DOCTOR OF PHILOSOPHY

Eric Sydney Earle Cogan, B. A. (University of Cape of Good Hope), M. A.
Isaac William Geiger, B. A., M. A.

Perley Isaac Reed, B. Ph. (Lebanon University), B. A., M. A. (Marietta College).

MASTER OF ARTS

Homer Burton Adkins, B. Sc. (Denison University), Jean Hamilton Alexander, B. Sc. in Education, Mary Ruth Almack, B. A., Mary Margaret Anderson, B. A., Howard Clinton Arnold, B. Sc. (University of Illinois), Herman Barnstorff (Bremen Real Gymnasium), Alice Evelyn Beekman, B. A., Edith Letitia Brown, B. Ph. (Denison University), Donna Pearl Carlisle, B. A., Lillian Pearl Clark, B. A. (Western Reserve University), Lillian Elizabeth Coler, B. A., Harvey Evan Conard, B. Sc. (Belmont College), Paul E. Croner, B. A., B. Ped. (Ohio University), Agnes Drury, B. A. (Otterbein University), Mary Caroline Evens, B. A., Walter Ensign Gettys, B. A. (Hiram College), Roy John Gillen, B. A. (Ohio University), William Herman Gysan, B. A. (Capital University), Roy Haber, LL.B., B. A., Vernon Raymond Haber, B. Sc. in Agriculture, Marie Hahn, B. A., William Loring Hall, B. A. (Ohio University), John Cornelius Halsema, B. A. (Miami University), Beulah Wardell Hanley, B. A., Miles Lawrence Hanley, B. A. (Wittenberg College), Julia Anne Hanna, B. A., Gould Leach Harris, B. A., Nellie Frater Henderson, B. Ph. (Franklin College), B. A., Marion Hollingsworth, B. Sc. (Wilmington College), B. A., Ray Franklin Howe, B. A. (Oberlin College), Bennett Hawkins Jackson, B. A., Charles Willard Jarvis, B. Sc. (Valparaiso University), B. A., Ethel May Jones, B. A., Ruth Mildred Keller, B. A., B. Sc. in Education, Ralph Albert Knouff, B. A., Mary Storer Kostir, B. A., Edith Love Laver, B. A., William Cannon Lawson, B. A. (American University), B. Sc. in Education, Emery Clarence Leonard, B. A. (Wittenberg College), Charles Frederick Lindsley, B. A., Elizabeth Long, B. A., Marjorie Lea McCutcheon, B. Ph. (Denison University), Elisabeth Falconer McNally, B. A. (Wittenberg College), Mary Joyce Lower Magness, B. A., Ethel Boyd Merriek, B. A., Carrie Beatrice Miller, B. A., (Ohio Wesleyan University), George McClellan Morris, M. Sc. in Education (Ohio University), Coral Duke Nathan, B. A., Catherine Warner Okey, B. A. (Smith College), Mary Harriet Oliver, B. A. (Mt. Holyoke College), Karl White Reed, B. A. (Miami University), Emmett Ephraim Roberts, B. A. (Ohio University), Gertrude Lucile Robinson, B. A., Jesse Matthew Robinson, B. A. (Miami University), Eugene Holloway Roseboom, B. A., Abigail Ellen Simpson, B. A., John Gordon Strong, B. Sc. (Muskingum College), Pearl Graeff Summy, B. A., Donna Marie Thornton, B. A. (Lake Erie College), Carl DeWitt Washburn, B. A., Bertram Whittier Wells, B. A., Laura Tracie Wheaton, B. A., Harry Sylvester Will, B. A., Alice Martha Zuck, B. A. (Lebanon Valley College).

MASTER OF SCIENCE

William Nelson Ankeney, B. Sc. (Heidelberg University), Emil Harold Jakob Balz, B. Sc. in Chemical Engineering, Dwight Moore DeLong, B. Sc. (Ohio Wesleyan University), Siragan Hovhannes Ezekielian, B. Sc. in Agriculture, Thomas Lee Guyton, B. Sc. in Agriculture, Kenneth Gibson Hancher, B. Sc. in Agriculture, Sih-Van Huang, B. Sc. in Electrical Engineering (Nanyang University), Rose Hughes, B. Sc. in Home Economics, Edward Taylor Kirkendall, B.

Sc. in Agriculture, John Virgil Lowe, M. Ped. (Ohio Northern University), B. Sc. in Agriculture, George Matthew McClure, B. A., Samuel William Phillips, B. Sc. in Agriculture, Arthur Frederick Pott, B. Sc. (University of Wisconsin), Walter Allen Price, B. Sc. in Agriculture, David Elwin Rouse, M. D. (Ohio Medical University), Arthur Henry Smith, B. Sc. in Agriculture, Edwin Spencer, B. Sc. (Hiram College), Panfilo Trombetta, B. E. E., Adolph Edward Waller, B. Sc. in Agriculture (State University of Kentucky), Frank Aldis Welton, B. Sc. (Buchtel College), Percy Barnette Wiltberger, B. Sc. in Entomology, Hal Charles Yingling, B. Sc. (Heidelberg University), James Howard Young, B. Sc. (Kansas State Agricultural College).

BACHELOR OF SCIENCE IN AGRICULTURE

Walter Albert Alexander, Sherman Leo Anderson, William Dayton Axtell, Jr., Clarence Joseph Babcock, George Winston Bacot, Chester Alvan Baird, Clarence Merwyn Baker, Robert Ralph Barker, Lott Emmett Bechtel, Floyd Augustus Bensinger, Elbert Owen Bolender, Oliver Lawrence Bracken, Uri Frederick Bruning, Raymond M. Carr, Charles Adair Carran, Carl Thompson Colt, Clifford Tremain Conklin, Harold F. Cotterman, Otis Raymond Craft, Carl Frederick Cranz, Floyd DeWitt Crim, Robert Eugene Crouch, Arthur Fasold Dachenbach, Eldon F. Dailey, Evan Thomas Davies, Floyd Silas DeLashmuth, Howard Engle DeVore, Thomas Oscar Dickey, Robert Lee Early, John Eckert, Clarence Eisinger, Clayton Hyland Elliott, David Price Evans, Leon Merrill Evans, Sidney Morgan Fenn, Ernest Newton Fergus, Daniel LeRoy Ferguson, William Shauck Ferguson, Verne Harrison Finsterwald, Walter E. Foster, John Bennett Gault, Russell Lowell George, Dwight Clifford Ginn, Ross Mitchell Greenawalt, B. A. (Wittenberg College), Lewis Leslie Guard, George Glenn Guiler, Robert Alexander Hammond, Bert Spencer Harrod, Horace Kostomlatsky Havlicek, Aaron Ferneau Head, John Edwin Hendrix, George Ralph Holman, Donald Dodd Hughes, Rossford Jones, Goey Park Jung, Athanas Kazezis, B. A. (Anatolia College), Jesse Alexander Keyser, Philip James Kimball, Roy Carlton King, B. A. (Marietta College), Charles Kirkwood, Merle Sharon Klinck, Edwin Henry Krause, William Henry Lapp, Harold Mayo Lathrop, William Edward Ivan Laughlin, Henry Ashford Lehman, Henry Lawrence Leimbach, Samuel Lesser, James Cyrus Lewis, Robert Lewis, John Troutman McClure, Olin Ray McMillan, William Thomas Magruder, Jr., B. A., Harold Miller Mahan, Joseph Barnhart Markey, Robert Henry Martin, Leander Duke Mennell, Ralph Emerson Monson, Francis Lewis Morison, Noel Russell Myers, Thomas Francis O'Mara, Harley P. Ortman, Harry Wayne Palmer, Harry Clyde Patterson, Russell Raymond Pearson, Max McKinley Phillips, Roy Priest, Paul Lester Pugh, Walter Stuntz Ritchie, Harry Roads, Samuel Robinson, Otis Carlyle Rogers, Jacob Philip Schmidt, Henry William Schuer, George Lee Schuster, Stanley Herbert Schwarztrauber, Carl Milton Senn, Carl Williamson Shiffler, Herman Simon, William Wallace Smelker, Benjamin Samuel Snode, Wyndham Earl Sparling, Jacob Ray Stear, Rolin Egbert Steen, Carl Raymond Stillings, George Harrison Stuts, Glen Swanger, Henry Bedinger Swearingen, Frank Reed Thompson, Leland Earl Thornberry, Clyde Franklin Tom, Albert Russell Tuttle, John Dayton Van Houten, Harvey Harold Weiss, Ralph William Wells, Jay M. Whitney, Jesse Earl Whonsetler, Arthur Camil Weisenberger, Walter Dawn Will, Harrison William Zuercher.

BACHELOR OF SCIENCE IN ENTOMOLOGY

Charles Wesley Hauck
Frank Hazelton Smith

BACHELOR OF SCIENCE IN FORESTRY

Edward Lieuellen Calland, James Blaine Fullerton, Karl Kuemmerling, Eugene Raymond McGlaughlin, Gordon Dotter Marckworth, Carlos Wheeler Matheny, Milton Kirk Sharp, Ferdinand Nicholas Vincke.

BACHELOR OF SCIENCE IN HORTICULTURE

Herbert Lewis Albing, Orland Dean Bliss, Edward Eastman Clayton, Frank Copper, Jr., Frank Baker Cross, Charles Victor Deibel, Dallas Daniel Dupre, Joel Lindsley Foote, John Dean Forsythe, Christian Robert Gaiser, Norwood Westgate Glines, Albert Charles Kette, B. Sc. in Agriculture, Roeder Julius Kinkel, Robert Austin Knight (as of the Class of 1914), Elmer Philip Knoll, Stanley Wall Leonard, Donnell D. Leyda, Willard Mallalien Loughry, Paul Herbert McClure, Willard Henry Mosier, Merritt Chandler Nauts, Harold Everett Peebles, Harold Ryall Penton, Henry Gustavus Phillips, Clarence Mason Sallee, Harold Schuh, John Story, James McCandless Veazey.

BACHELOR OF SCIENCE IN HOME ECONOMICS

Beatrice Lydia Apple, Fanny Elizabeth Arms, Ruth Schoner Bair, Ruth Ann Beach, Katharine Eloise Davidson, Josephine Davis, Hazel Elizabeth Eichorn, Ruth Kinsell Engle, Sophie Essie Fowler, Nellie Ataline Gard, Grace Louise Garmhausen, Elizabeth Gault, Eva Gossard, Katharine Grant, Emily Ruth Greene, Essie Isabel Heath, Blanche Heckathron, Mary Adelia Hershberger, Helen Dorothy Hicks, Hattie Catherine Holecek, Ruth Emily Horrocks, Edith Blanche Hutchison, Aubrey Isenberg, Henrietta Jettinghoff, Margaret Lawrence, B. A., Ethel Lehman, Esther May McAnall, Laura Claire McCann, Catherine Metzler, Ellen Mary Miller, Helen Ferguson Mougey, Kathryn Hazel Muth, Helen Emily Neighbor, Eva Myrtle Nouse, Amy Elsie Nutt, Rhoda Margaret O'Harra, Florence Margaret Osborn, Irma Marvilla Price (as of the Class of 1915), Vivian Fern Reamer, Mary Ervin Roush, Okla Sanderson, Edith Sherwood, Beatrice Smith, Nellie Kathleen Thurston, Ettie Louise Waid, Susannah Marie Warfield, Barbara Nell Werner, May Whitis, Ruby Naomi Wightman, Stella Miller Wiley, B. A. (Monmouth College), Helen Elizabeth Wylie.

BACHELOR OF ARTS

John Soo Ahn, Mary Alletta Albaugh, Daphne Ninnette Alloway, Paul Weber Austin, Ransom Clegget Baker, Lewis Elbert Barb, Alfred Soule Barnhart, Lily Mary Batterham, George Nicholas Baumiller, Alatha Regina Beard, Margaret Beattie, Albert Sidney Beckham, George Clement Beery, Aaron Bernard Bergman, Nerissa Franz Bolte, Lucille Agnes Boylan, Leah Roberta Bradford, John William Bricker, Marjorie Lucille Brown, Willard Maltbie Brown, Faith

Bryant, Mary Burbank, Edith Rebecca Burnett, Guy Ewing Gilfillan Byers, Fred Grant Carpenter, Carl Edson Chapman, Paul Hazlett Charlton, Cora Stoner Coddington, Florence Gertrude Collins, Edith Bell Cooperrider, John Milton Costello, Lillie Crethers, B. Sc. in Education, Arthur Crist, Helen Marie Crosby, Daniel Osborne Davis, Marie Louise Davis, Walter Stanley Davis, Geraldine Lillian Dibb, Thomas Arthur Dickerson, Mary Coope Dickinson, Dorothy Kirby Dietz, Newell Dwight Dobson, Ernest Alfred Doerschuk, Mary Catharine Drinkle, Helen Morrison Earnhart, Morris Aaron Epstein, Ethel Ewing, Nancy Ethalinda Finney, B. A. (Cedarville College), Lillian Merle Fitzpatrick, Helen Rose Flexner, Harry Henry Foreman, Glenn Vincent Fuller, James Fitz-James Fullington, Irene Gabriel, Helen Rachel Game, Cordelia Garber, Mary Louise Giesy, William Stevens Gilmore, William Joseph Gorey, Leslie James Gossard, Roy Wissinger Gottschall, Barton Griffith, Jr., Julia Griggs, Louisa Motter Griswold, Dorothy Guy, John Lawrence Hamilton, Jr., Arthur Harmount, Carrie Bessie Harper, Louis Benjamin Harrison, William Franklin Havens, Joseph Wray Henry, Carrie Mathiott Hindman, Albert Watt Hobt, Mary Ruth Hunter, Aubrey Isenberg, Lillian Marie Johnson, Harland Francis Jones, Helen Jones, Henry Reno Kale, Charles Henry Keck, Frances Adaline Kelly, Ralph Edward Kessler, Doris Mithoff Klie, Reuben Koch, Edward Joseph Konrad, Reinhard William Kuhlman, Edna Cinderella Lauer, Harry Alfred Laughridge, Howard Wiley Laymon, Clayton Henry Leatherman, Grace Darling Leckliter, Lenard Koh Leon, Carl Victor Little, Roy Neal McCarty, John McClellan, Wallace Walter McCoy, John Anthony McNamara, Frank Bliss Magly, Anthony Marino, Ralph Wilton Melhorn, Adah Marguerite Merry, Emerson Roekel Miller, Hermann Clinton Miller, Truman Bishop Mills, Roscoe Copeland Morris, George Abbott Mundy, Hettie Barton Murdock, Nina Ethel Musselman, Kathryn Hazel Muth, Edward Connor Neal, Mary Geraldine Nelles, Kenneth Bain Norton, Bessie Bell Obetz, John Elmer Olmstead, Dorothy Osborn, Helene Ruth Patton, Treva Helen Pearson, Lester Champe Peterman, Catharine Leeke Pickering, Russell Monroe Pierson, Tress Ellsworth Pittenger, James Edward Pollard, Louis Roberts Potts, Edwin Homer Poulton, Vera Adele Pryce, Helen Ada Reese, Anna Belle Regenstein, Fletcher Doughitt Richards, Lawrence Kennedy Richey, Mabel Carol Rickenbacher, Alice Louise Ridenour, Emma Wilson Rodgers, Waldo Hussey Rose, Mary Eleanor Ross, Franklin Amos Rupert, Elinor Charlotte Ryan, Aaron Jacob Sackson, Benjamin Franklin Salisbury, Robert Lee Sawyer, Ruth Adelaide Schachne, Dorothy Emelia Schirner, Adolph Judah Schneeweiss, Emma Pearl Scott, Carl Edison Secrest, Walter Edward Shade, Raymond Vance Shepler, Harry Edwin Sheppard, Richard Miles Shively, Morris Silverman, Lois Nell Sinclair, Elizabeth Singleton, Louis Edwin Smart, Vance McDowell Smith, Walter Raleigh Smith, Harry C. St. Clair, Anna Catherine Strait, Grace Wilda Swann, Glenn O'Harra Swing, Grace Tagert, Hanford Augustus Thirey, Herbert Anderson Toops, Andrew Jacke Townsend, Stanley Bannon Tracy, Carl Russell Trautmann, Mabel Orcutt Turner, Charles Victor Vollrath, William Seymour Wabnitz, Van Courtright Walton, Lela Margaret Watterson, Martha Davis Welling, Archie Homer West, Ruby Naomi Wightman, Eva Louise Williams, Herbert Goodrich Williams, Helen Elizabeth Wood, Leo Yassenoff.

DOCTOR OF DENTAL SURGERY

Everett E. Alexander, David Benjamin Barrett, William Arthur Barton, Evan Wilbert Basinger, Frederic Harold Bockoven, Peter Leo Connor, Hearl LaVerne Crowthers, Milton Julius Damos, Taylor Davidson, Clarence LeRoy Ford, Lawrence McKernon Gale, Clare Lovell Goff, Harold George Haas, St. Clair Hasbrouck, Cecil Roger Hays, George William Hill, Jesse Descomb Hotchkiss, Charles Benjamin Johnson, Chadwin Townsend Jury, Fred Calvin Kampf, Rex McKinley McDowell, Frank Albert Miller, Frank Hobart Mozena, Frederick Riley Nice, Chauncey Lyman North, William Earl Park, Walter Burdell Reeves, Louis Everett Reif, William Paul Rutherford, William Henry Shea, Hubert Anderson Smith, Oscar Peter Snyder, Leroy Edwin Struble. John Howard Verigan.

BACHELOR OF SCIENCE IN EDUCATION

Elizabeth Beatrice Abernethy, Mary Alletta Albaugh, Earl Fayette Baum, Margaret Beattie, Louise Amidon Bethel, B. A., Nerissa Franz Bolte, Leah Roberta Bradford, Sylvester Lee Breninger, Mary Lee Concklin, Helen Marie Crosby, Eloise Davison, Harold Lamar Edmonds, Nancy Ethalinda Finney, B. A. (Cedarville College), Georgia Henrietta Fischer, B. A., Josephine Carroll Franklin, B. A. (Hiram College), Hazel Marie Frasc, Kathryn Lurene Gilillan, Opal May Gladden, Ethel Forrest Gossett, Carolyn Ireland Haddox, Carrie Bessie Harper, Helen Florence Haynes, Nellie May Hennel, Joseph Wray Henry, Isabel Hutt, Hilda Marie Joyce, Lora Grace Kays, Frances Adaline Kelley, Blanche May Kern, B. A., Jesse Alexander Keyser, Helen Norris Kinnaird, Ruby Kirkland, Ruth Pauline Kling, William Frederick Krayer, Edna Cinderella Lauer, Elizabeth Frances Lyons, Alice May McNeil, Mildred Burke McVay, Monnie Mary Maize, Anthony Marino, Margaret Ellen Mathias, Ada Marguerite Merry, Juanita Margaret Miller, John Thomas Minton, Marion Mitchell, Sarah Margaret Morton, Hettie Barton Murdock, Mairie Alma Neal, Doris Elizabeth Neer, Bessie Belle Obetz, Nathalie Jane Oram, B. Sc. in Home Economics, Susan Graham Park, Arilla May Patterson, Wilma Genevieve Pohl, B. A., Myrtle Esther Reiser, Mabel Carol Rickenbacher, Carl Edison Secrest, Errett Morse Selby, B. Sc. in Forestry, B. A., Walter Edward Shade, Claire Gertrude Sharpe, Rebekah Ruth Shover, Margaret Simon, Dorothy Simpson, Hannah Alys Sinclair, B. A., Florn Washburn Smith, William Timothy Spanton, B. A., Mabel Hester Stephenson, Ruthela Stotts, Harold Blaine Summers, Cecil Vincent Thomas, Andrew Jacke Townsend, Adolph Unger, Mary Isadora Van Meter, B. A., Esther Wallace, Arthur Beecher Waltermire, Edna Earle Wintermute, B. A. (Ohio Wesleyan University), Florence Anna Wright, Florence Wyman, Norma Marie Zeigler.

BACHELOR OF ARCHITECTURE

Henry Edward Clary, William Elmer Curran, Charles Franklin Dunham, Jr., Donald Brown Ewing, Bruce Forman Guthrie, Francis Claire Martin, Meta Phyllis Moeser, William Flynn Mullay, Peter Nachtsheim, Rupert Henry Neubrecht, George William Outland, Ross Edward Shumaker, Frederic Leopold Smith.

BACHELOR OF CERAMIC ENGINEERING

Robert Elmer Anderson, Harold Drummond Barger, John Burdett Blewett, Horace Fleming Crew, Howard Cole Ginn, Thomas Carl Gregorius, Morris Creveling Gregory, Joseph Adelbert Martz.

BACHELOR OF CHEMICAL ENGINEERING

Wilson Forrest Brown, Charles Gross Duncombe, John Walter Elwood, Fontaine Ryon Henninger, Raymond Andrew Jameson, Edward Hirsch Loeb, Richard Emens Maeder, William Thomas Maidens, Harold Edward Mersereau, Lowell Haines Milligan, Norman Anderson Mills, William Leslie Mong, Frank Rankin Porter, Lloyd Elmore Smith.

BACHELOR OF CIVIL ENGINEERING

Karl Adam Borntrager, Thomas Hervey Bower, Darrol Leon Cheney, Orland Charles Daubert, Walter Arthur Draudt, Clemence August Geiger, James Lewis Heath, Maynard Mount Lippincott, George Vilas Long, Orris Joseph Miller, Sidney Earl Mix, Oscar Harold Pocock, Thomas Edward Rees, Earl Ivan Roberts, Howard Lee Rupert, Philip Sanders, John Raphael Scofield, George Carlton Stamm.

CIVIL ENGINEER

Joseph Hamilton Fleming (As of the Class of 1902).

BACHELOR OF ELECTRICAL ENGINEERING

Alvin George Andrews, Walter Baeckler, Wallace Henry Campbell, Noble S. Clay, Harry Charles Coleman, Robert Miller Critchfield, Daniel Adam Dickey, Raymond Percy Dunning, Alfred Melvin Forman, Paul McVay Gillilan, Campbell John Graf, Samuel Tallman Hammond, Julius John Hoerath, Barton Lee Hunt, Ward B. Kindy, Ralph Garver Lockett, Robert Edward Otstot, Lewis Charles Packer, Carl Albert Piercy, Francis Xavier Pilliod, Hugh Franklin Shoffstall, Eugene Rutherford Smith, Albert Waldschmidt.

BACHELOR OF MECHANICAL ENGINEERING

Norbert Smith Atwell, Oswald Benedict Atwell (As of the Class of 1915), Louis Ralph Baker, Dwight Edward Batesole, Harold Hayes Brooks, Charles Howard Marion Burnham, Mau Chow, Samuel Nolan James Cobb, Ray Kile Codner, Ray Ellis, Archibald Charles Huston, Charles Ray Koontz, Alexander Frederick Landefeld, Earl Wilbert Leatherman, Walter Medill Leonard, Roy John Murbach, Maurice Arthur Nettleton, Karl Willson Stinson, Theodore T. Theiss, Harry Walter Trump, Hugh Victor Walborn, Clyde Earl Weir, Earl Robert Wilson, Clarence Franklin Wolf, Jay Austin Wolfe.

BACHELOR OF ENGINEERING IN MINING

Gilbert Davis Brooks, Walter Carroll, Peyton Young Dooley, William Wengerd Heimberger, Guy Ernest Hoover, Walter Jules Pouchot.

ENGINEER OF MINES

Fred Livingood Walker (As of the Class of 1911).

BACHELOR OF ENGINEERING

Cyril Paul Deibel, Fred Hewitt Fox, Marcellus Albert Muskopf, B. A. (Otterbein University), M. Sc.

DOCTOR OF MEDICINE (Homeopathic)

William Altman, William Hatfield Caine, Milton Bassett Crafts, Ralph Gilbert Follansbee, Herman Oliver Hodson, John Ralph Shoemaker, Wilbur George Weiss.

JURIS DOCTOR

Mark Lewis McCave, B. A., Edward John Rosino, B. A.

BACHELOR OF LAWS

Ralph Jackson Bartlett, Charles Donald Brown, B. A., Fred Grant Carpenter, Jay Lord Collins, B. A., Virgil Zartman Dorfmeier, B. A., Huntley Dupre, B. A., Leonard Pearl Henderson, Harry Barclay Holmes, B. A. (Franklin College), Roger Johnson Jones, B. A. (Ohio University), Louis Waks Josephson, James Edgar Kinnison, Jr., Raymond Emil Ladd, Clarence J. Leifeld, Leslie Clair McGinley, B. A., Frank Bliss Magly, Charles Stanley Miller, B. A., Margaret Mulvey, John Nelson Rodgers, Demas Lindley Sears, Edward Sinclair Thomas, B. A., Milo Joseph Warner, B. A., Francis Joseph Wright.

DOCTOR OF MEDICINE

Sterling Hindley Ashmun, Charles Taylor Atkinson, Robert Peter Bausch, Harry Cornelius Albert Beach, Donald Murphy Blizzard, James Maurice Bowman, Harry Ray Burbacher, G. Ph., Cecil Carl Burnett, Guthrie Olaf Burrell, Lewis Richard Carr, Walter Ernest Dapp, Paul Arthur Davis, B. A., M. A., Austin Ray Edwards, John Rudolph Finley, Charles Frederick Finsterwald, Fredericka Florence Freytag, Paul Crankshaw Gauchat, Carl Herman Graf, Gale Clevenger Guthrie, William Minx Hartinger, Martin Lewis Helfrich, Edgar Ward Hill, Jr., Carl Claron Hugger, Matthew Charles Hunter, George Elmer Kalter, Theodore James Kasinski, Francis Marion Kissell, Merton Ray Kittredge, Harold Fredric Koppe, Julius Caesar Kramer, John Kinghorn Lawson, Charles Seymour Lehner, Henry William Lehrer, Charles Robert Lewis, Clarence Alphonso Lindsay, John Henry Luikart, Fred Alexander Lutz, Thomas McElroy, Alfred Parsons Magness, James Sidney Mariner, Charles Levi Maxwell, Gail Eldrid Miller, Justus Ambrose Mouser, Elmer Herman Nagel, Joe Mullineaux Neal, Earl Fray Peinert, David Patterson Phillips, Jr., Harold Vieman Postle, Fred Lawwill Rhodes, Don John Royer, Lecky Harper Russell, B. L. (Kenyon College), Earl Hurst Ryan, G. Ph. (Ohio Northern University), Stanley Charles Schiller, Charles Francis Shively, Carroll Hallam Skeen, Victor Roy Small, James Edward Stewart, Clarence Benson Tanner, D. V. M., Hadley Howard Teter, John Henry Warvel.

BACHELOR OF SCIENCE IN PHARMACY

Harold Aten Bulger, Lee Forest Cherry, Homer Charles Fritsch, Leo Frank Gabel, Russell Sage Haines, B. Sc. (Valparaiso University).

DOCTOR OF VETERINARY MEDICINE

Sam Adelaide Alexander, Roger Shirley Amadon, Albert Edison Bixler, Fred Harrison Bond, Ivan Bertrand Boughton, Albert Leonard Brainard, Gus Lee Buller, Walter Clinton Burkhart, Lester William Burwell, Clifford Cox, Thurman Milton Dick, Charles Wilbur Frush, Frank Herbert George, Ray Delvus Gilbert, Robert Dennis Green, Azriel Greenough, Charles G. Haber, Daniel Leo Haley, Lloyd Berdell Hall, Richard Harvey, Oren Edgar Herl, Charles Arthur Hersom, Floyd Edwin Hill, Orville Weldon House, William Faust Joseph, Herbert Henry Kettler, B. Sc. in Agriculture, Harry Lebeson, Lawrence John Lewis, Anthony Joseph Matter, Levi Leeander Menke, David Miller, Frederick Wilhelm Miller, Herbert Edward Miller, John Elias Miller, Ray Daniel Miller, Charles Huston Minor, Russell Lowell Mundhenk, D. Ph. (Philadelphia College of Pharmacy), Robert Erwin Oaks, Orville Omar Osbourne, Harry Lee Reiter, Edwin Whittington Roberts, Melvin Addison Ruck, Julius Eugene Severin, Charles Lewis Smith, Ralph Edward Snedden, Stanley Claudius Starley, Albert Elmer Stettler, Orion Levi Summer, Earl Syferd, Gilbert Leroy Taylor, Malcolm James Thomson, Francis Walton Wand, Earl Edner Watson, Peter Frost Wilson, Winford Charles Woodruff.

Upon the recommendation of the Faculty, the following certificates were granted:

CERTIFICATE IN LAW

Clair Francis Brickner, Clifford Earley, John Edward Foster, William Stanton Foulks, David Abram Gaskill, Edward Joseph Greely, Jr., Lorin Thomas Lyle, Henry Claire Merrill, Cyril Thomas Moore, Leonard Byron Ogle, Albert Earle Petzke, Louis Edward Pickrel, Floyd A. Rees, Charles McKinley Robinson, Dean Carlyle Throckmorton, Carl August Frederick Tresemer, Albert Edward Wilson.

CERTIFICATE OF PHARMACEUTICAL CHEMIST

Robert Joseph Brown, Jefferson Patterson Carson, Warner Dayle Cook, B. Ph. (Kenyon College), Cloyde Watson Derhammer, Donald Edgar Drake, Gordon Leslie Erbaugh, Wallace Hampton Gorrell, Carl David Haugh, Harry Aldridge Heifner, Karl William Multer, Cyril Noble, Charles Edward Pake, Charles Amadon Palmer, Hubert Burrus Pleasant, Russell Howells Powell, John Augustian Ryan, Cecil Stanton Stonebraker, Wallace Wilkins Thompson, Raymond Tillett, George Frederick Zahler.

* * * * *

Thereupon the Board recessed to attend the Commencement exercises.

2:30 P. M.

The Board came together with the same members present as at the morning session and Mr. McCann.

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The President announced the gift from Mr. Julius F. Stone, to the Department of Architecture, of a projection lantern with microscopic attachment, especially constructed in accordance with Mr. Stone's order by the Bausch & Lomb Optical Company of Rochester, N. Y.

On motion of Mr. McCann, the thanks of the Board were extended to Mr. Stone for his generous gift.

* * * * *

The President reported that the portrait of the late Professor Robert White McFarland, which was secured upon order of the Trustees, is now hanging in the Library.

On motion, the Secretary was directed to pay to Miss Annette Covington the sum of \$300.00 for painting said portrait.

* * * * *

Captain Cope presented the following applications for deeds, and, on motion, the Chairman of the Board was directed to execute the same:

Application No. 1499-1109 of Henry L. Long and Minnie B. Long for 95.44 acres of land in Survey No. 3621, in Clermont County.

Application No. 1500-1110 of Philip Nort for 65.21 acres of land in Survey No. 4458, in Clermont County.

Application No. 1501-1111 of Bascom Chandler for 40 acres of land in Survey No. 15893, in Scioto County.

Application No. 1502-1112 of John M. Lowe for 50 acres of land in Survey No. 13592, in Union County.

Application No. 1503-1113 of Cab Crouch for 40 acres of land in Survey No. 4458, in Clermont County.

Application No. 1504-1114 of Emma V. Tudor for 110 acres of land in Survey No. 3621, in Clermont County.

Application No. 1505-1115 of John W. Patten for 126.48 acres of land in Survey No. 572, in Clermont County.

Application No. 1506-1116 of Jesse B. Hannah for 100.40 acres of land in Survey No. 8290, in Clermont County.

Application No. 1507-1117 of Ida B. Dever et al for 136 acres of land in Survey 15922, in Scioto County.

Application No. 1508-1118 of Frank Dial for 80.53 acres of land in Survey No. 4455, in Clermont County.

Application No. 1509-1119 of John L. Dodds for 41 acres in Survey No. 12325 etc., in Scioto County.

Application No. 1510-1120 of George P. Hibbits for 168.73 acres of land in Survey No. 4458, in Clermont County.

Application No. 1511-1121 of W. H. Frazee for 67.12 acres of land in Survey No. 4458, in Clermont County.

* * * * *

Mr. Pomerene presented a bill from Captain Alexis Cope for \$200.00, covering cash advanced by Captain Cope for stenographic and other services in connection with the writing of the history of The Ohio State University.

On motion, this bill was allowed, and the special committee to which was referred the matter of the contract for the writing of this history, was directed to make a final contract, and when this is agreed upon, payment shall be made of the above bill.

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The President presented a report on the relation of the Lake Laboratory to the Cedar Point Resort Company, and, after discussion, the President was directed to formulate definite recommendations and present them to the Board at an early meeting.

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On motion of Mr. Kaiser, the present officers of the Board were unanimously re-elected for the year ending June 30, 1917.

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Carl E. Steeb was re-elected Treasurer of Ohio Union for the year ending June 30, 1917.

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The President stated that at the next meeting of the Board of Trustees, sufficient time should be set aside for hearings concerning new buildings to be requested from the next session of the legislature.

It was therefore agreed to hold the next meeting July 10-11, 1916, the meeting to begin at 2:30 P. M., July 10th, at the University.

The President presented the following items for consideration and action:

1. The following persons declined appointment for the year 1916-1917:

Dr. W. D. Inglis, Professor of Clinical Obstetrics.
 Don L. Demorest, Assistant in English.
 Esther McGinnis, Assistant in Home Economics.
 Mabel Burkett, Graduate Scholar.
 Mary Roush, Student Assistant in Bacteriology.

2. Upon the recommendation of the President, the following resignations were accepted:

P. E. Richards, Assistant in the Department of Agricultural Chemistry and Soils, effective July 1, 1916.

Vernon R. Haber, Assistant in Zoology and Entomology, effective July 1, 1916.

H. A. Thirey, Graduate Assistant in Chemistry, effective May 1, 1916.

Miss Harriet N. Griffiths, Library Attendant in the Department of Economics and Sociology, effective March 1, 1916.

Miss Lillian E. Peters, Stenographer, effective July 1, 1916.

Miss Helen Louise Bush, Stenographer, effective July 1, 1916.

Elton W. Carlisle, Machinist's Helper in the Department of Electrical Engineering, effective June 1, 1916.

Karl M. Dallenbach, Instructor in Psychology, effective June 30, 1916.

3. Upon the recommendation of the President, an appropriation of \$450.00 was made for the Civil Engineering Summer Camp, as follows:

G. F. Schlesinger, Assistant Professor, June 15 to July 15....	\$180.00
R. C. Sloane, Assistant Professor, June 15 to July 15	170.00

Salaries	\$350.00
Miscellaneous expenses	100.00

Total	\$450.00
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4. Upon the recommendation of the President, the following named persons were appointed to positions provided in the budget of the Summer Session:

John L. Hutchison, Instructor in Agricultural Chemistry	\$120.00
Miss Helen M. Bennett for six lectures on vocational guidance, \$50.00 plus expenses, \$50.00.....	100.00

The following changes were made in the department of Chemistry:

J. H. Young, Assistant, substitute for R. H. Hummell	140.00
Change salary of present Assistant to	100.00

The above changes make a total of \$240.00 as against \$290.00 previously appropriated.

5. Upon the recommendation of the President, the following appointments were made:

Firman E. Bear was appointed Professor of Soils, at a salary of \$2,750.00 per year, effective July 1, 1916.

Miss Eva M. Nouse was appointed Assistant in the Department of Agricultural Chemistry and Soils, at a salary of \$600.00 per year, effective July 1, 1916.

Harry W. Palmer was appointed Assistant in the Department of Agricultural Chemistry and Soils, at a salary of \$600.00, vice P. E. Richards, resigned.

J. Boardman Park was appointed Professor of Farm Crops and Head of the Department, at a salary of \$2,500.00, effective July 1, 1916.

George L. Schuster was appointed Assistant in Farm Crops, at a salary of \$600.00, effective July 1, 1916.

Alfred C. Hottes was appointed Assistant Professor of Floriculture, at a salary of \$1,800.00, effective July 1, 1916.

C. J. Drake was advanced to the position of Instructor in Zoology and Entomology, at a salary of \$1,200.00, to substitute for Professor W. M. Barrows for one year.

T. L. Guyton was appointed Assistant in Zoology and Entomology, at a salary of \$800.00.

D. M. DeLong was appointed Assistant in Zoology and Entomology, at a salary of \$800.00 in place of Vernon R. Haber.

The following named persons were appointed Graduate Assistants in the Department of Zoology and Entomology for the year 1916-1917, at a salary of \$300.00 each:

L. A. Stearns	C. W. Hauck
C. A. Weigel	Otis Wade
H. J. Hart	Max Kisliuk

The above readjustment leaves a balance of \$100.00 which was assigned for student help by the hour.

George Gephart was appointed Instructor in Economics and Sociology, at a salary of \$900.00, to take the place of Mr. Weidler.

Hubert E. Bice was appointed Instructor in Economics and Sociology, at a salary of \$1,000.00.

Miss Agnes Drury was appointed Assistant in Economics and Sociology, at a salary of \$450.00.

Harry E. Sheppard was appointed Assistant in Economics and Sociology, at a salary of \$225.00.

S. J. Coon was appointed Assistant in Economics and Sociology, at a salary of \$225.00.

The above three assistants to take the place of Mr. Wilkinson.

Elmer Culler was appointed Instructor in Psychology, at a salary of \$1,400.00, vice Karl M. Dallenbach, resigned.

Dr. Mabel E. Goudge was reappointed Instructor in Psychology, at a salary of \$1,400.00.

Russell B. Wilson was appointed Laboratory Assistant in Psychology, at a salary of \$500.00.

Miss Jeannette C. Reamer was appointed Graduate Assistant in Psychology, at a salary of \$300.00.

Dr. W. H. Hodges was appointed Assistant in Oto-Laryngology, at a salary of \$100.00.

Miss Mozelle C. Whipps was appointed Student Assistant in the Department of Bacteriology, at a salary of \$300.00, vice Miss Roush who declined appointment.

Thomas Hewitt was appointed Pharmacist and Henry Rudge was appointed Assistant Pharmacist at the Dispensaries, at a salary of \$200.00 each.

Dr. Carl C. Hugger was appointed Assistant in Roentgenology at Protestant Hospital, at a salary of \$100.00.

Frederick A. Reickhoff was appointed Assistant in Roentgenology, at St. Francis Hospital, at a salary of \$200.00.

Homer C. Corry was appointed Instructor in Law, at a salary of \$1,800.00.

Carl H. Getz was appointed Assistant Professor of Journalism, at a salary of \$1,800.00.

A. F. Puchstein was appointed Assistant in Electrical Engineering for the first semester, at a salary of \$350.00.

Miss Jean Hamilton Alexander was appointed Assistant in the Department of History and Philosophy of Education, at a salary of \$600.00.

James F. Fullington was appointed Assistant in English, at a salary of \$300.00, in place of Don L. Demorest.

Parker K. Baird was appointed Graduate Assistant in Chemistry, at a salary of \$300.00.

Howard A. Durham was appointed Graduate Assistant in Chemistry, at a salary of \$300.00.

Miss Marguerite Williams was appointed Graduate Assistant in American History, at a salary of \$300.00

Karl Willson Stinson was appointed Assistant in Mechanical Engineering for the year 1916-1917, at a salary of \$750.00 per annum.

E. J. Nutt was reappointed Janitor at the Gymnasium for next year.

Miss Marie Hopkins was appointed Loan Desk Assistant in the Library, at a salary of \$360.00, effective July 1, 1916.

E. C. Hedrick was appointed Check Room Attendant in the Library, at a salary of \$840.00, effective July 1, 1916.

The following named persons were appointed Graduate Scholars for the year 1916-1917, at a compensation of \$250.00 each:

Elma G. Baldwin

Marjorie L. Brown

Roy J. Gillen

Rhea W. Shanck

Panfilo Trombetta was reappointed Robinson Fellow for the year 1916-1917, in accordance with the nomination of the Robinson Fellowship Committee.

6. Upon the recommendation of the President, the following appropriations were made:

\$800.00 was appropriated for current expense for the Winter Course in Agriculture.

\$250.00 was appropriated for clerical service in the College of Arts during the summer months.

7. The balance of \$60.00 remaining in the appropriation for the salary of Mr. Thirey, Graduate Assistant in Chemistry, was transferred to the current expense account to secure assistance to take care of the work for the remainder of the year.

8. Upon the recommendation of the President, Associate Professor Hine was made Curator of Zoological Collections, with such teaching work as may be assigned by the head of the department.

9. Upon the recommendation of the President, the budget was amended in the Department of Physiology as to the salary of Dr. A. M. Bleile, which was increased from \$2,750.00 to \$3,000.00.

10. In accordance with his recommendation, the President was authorized to meet a possible deficit of \$30.00 in connection with the establishment of "Deutsches Haus" during the Summer Session, the same to be paid from the incidental fund of the Summer Session appropriation.

11. Upon the recommendation of the President, the overdraft of \$1.32 on the expenses of Professor Marquis and Mr. A. I. Brown was allowed, said amount being in excess of the amount authorized for expenses of instructors accompanying the annual inspection trip of the engineers.

12. Upon the recommendation of the President, Dr. J. R. Withrow was authorized to attend the meeting at the University of Virginia on June 19, 1916, to hear the report on Engineering Education of the Carnegie Foundation by Dr. Mann, and to join in the discussion of the subject.

13. Upon the recommendation of the President, Mr. J. E. McClintock, Supervisor of Publications in the Agricultural Extension Service, was authorized to attend the fourth annual conference of Agricultural College Editors, to be held June 21-23, 1916, at Manhattan, Kansas.

14. Upon the recommendation of the President, it was agreed that students who are candidates for advanced degrees, who are taking their work at Ohio University or at Miami University, shall be exempt from the payment of the incidental fee, effective July 1, 1915.

15. Upon the recommendation of the President, a duplicate diploma was authorized for J. W. Mercer, Bachelor of Civil Engineering, Class of 1915, the original having been lost, the new diploma to bear the word "duplicate" on its face.

16. The President stated that through an oversight at the time the Departments of Physical Education and Competitive and Recreative Athletics were combined into one department, known as the Department of Physical Education, the titles of Mr. Wilce and Mr. Castleman were not changed and he therefore recommended that the record be corrected in this respect and that the names of Mr. Wilce and Mr. Castleman be placed on the budget of the Department of Physical Education, with the title of Professor of Physical Education, without salary, as their salaries are paid by the Athletic Association.

The Secretary was directed to amend the record accordingly.

17. The President presented and recommended for adoption the Budget for the Agricultural Extension Service, for the year ending June 30, 1917, and, on motion, said Budget was adopted as presented:

AGRICULTURAL COLLEGE EXTENSION SERVICE BUDGET

1916-1917

PROJECTS

PROJECT No. 1—ADMINISTRATION

	Smith-Lever		State Not Offsetting	U. S. D. A.
	Federal	State		
<i>Force and Equipment</i>				
Clark S. Wheeler, Director, salary.....	\$ 1,500.00	\$ 2,100.00		
Expense	500.00		500.00	
George B. Crane, Secretary, salary.....		1,800.00		
Elizabeth Hopkins, Stenographer, salary		720.00		
Margaret McMillan, Stenographer, salary	780.00			
Helen Davis, Stenographer, salary.....		660.00		
Edith Ray, Stenographer, salary.....	600.00			
J. A. Bond, Janitor, salary.....	720.00			
Ada Taylor, Stenographer, salary ½ time	300.00			
E. N. Fergus, salary ½ time.....			600.00	
Labor			500.00	
J. E. McClintock, Editor, ½ salary.....		1,500.00		
<i>Office Supplies</i>				
Small Printing	1,950.00		550.00	
Central Office Stationery, etc.....			750.00	
Correspondence Course Supplies.....			2,000.00	
Postage	400.00		500.00	
Photographs			200.00	
Express and Freight	500.00			
Communication	200.00			
<i>Equipment</i>				
Educational and Recreational	500.00		1,000.00	
Office	1,200.00			

	Smith-Lever		State	State Not Offsetting	U. S. D. A.
	Federal				
<i>Printing and Distribution of Publications</i>					
Printing Bulletins	2,500.00				
Labor				250.00	
Cuts				400.00	
Totals	\$11,650.00	\$ 6,780.00		\$ 7,250.00	
Total for Project No. 1.....	\$25,680.00				

PROJECT No. 2—COUNTY AGENTS

O. M. Johnson, County Agent Leader, salary		\$ 750.00		\$ 2,000.00
Expense		1,000.00		
——, Asst. County Agent Leader, sal- ary, 6 mos.			1,200.00	
Expense		145.00		
Bertha A. Davis, Stenographer, salary...		720.00		
Milford Bartter, salary	1,200.00			600.00
Expenses		400.00		
E. A. Brenneman, salary	1,200.00		600.00	600.00
Expenses		400.00		
M. O. Bugby, salary	600.00			600.00
Expenses		400.00		
George R. Eastwood, salary	600.00			600.00
Expenses		400.00		
K. C. Egbert, salary	900.00			300.00
Expenses		400.00		
D. W. Galehouse, salary	900.00			300.00
Expenses		400.00		
Joseph P. Hershberger, salary.....	900.00			300.00
Expenses		400.00		
H. P. Miller, salary	1,200.00			600.00
Expenses		——		
E. J. Riggs, salary	800.00			600.00
Expenses		1,000.00		
Stanley B. Stowe, salary	900.00			300.00
Expenses		1,000.00		
M. C. Thomas, salary	900.00		1,300.00	300.00
Expenses		400.00	200.00	
D. R. VanAtta, salary	600.00			600.00
Expenses		1,000.00		
Stark County Agent, salary	900.00		800.00	300.00
Expenses		400.00	700.00	
Cuyahoga County Agent, salary	900.00		1,300.00	300.00
Expenses		400.00	200.00	
Clarke County Agent, salary	900.00		800.00	300.00
Expenses		400.00	700.00	
8 County Agents to be appointed.....	8,400.00	250.00		300.00
Expenses, 8 at \$400.00.....			3,200.00	
Clara E. Stegner, Stenographer, salary..		600.00		
Estelle I. Byrne, Stenographer, salary....			900.00	
Jessie Haible, Stenographer, salary.....		480.00		
Robert B. Arzt, Stenographer, salary....		600.00		

	Smith-Lever		State Not Offsetting	U. S. D. A.
	Federal	State		
Nellie Weimer, Stenographer, salary.....		600.00		
Totals	\$21,800.00	\$12,545.00	\$12,100.00	\$ 8,900.00
Total for Project No. 2.....	\$55,345.00			

PROJECT No. 3—SPECIALISTS

Soils and Crops

M. A. Bachtell, salary 8 mos.....		\$ 1,466.67	
Expenses	400.00		
W. E. Hanger, salary 8 mos.....		1,333.33	
Expenses	400.00		
Demonstrator in Soils, salary 1 mo.....		200.00	
Expenses	50.00		
Demonstrator in Soils, salary 2 mos.....		400.00	
Expenses	100.00		

Horticulture

R. B. Cruickshank, salary 10 mos.....		1,833.33	
Expenses	450.00		

Agricultural Engineering

Virgil Overholt, salary		1,500.00	
Expenses	550.00		
Specialist in Agricultural Engineering salary 12 mos.	35.00		1,165.00
Expenses	386.66		

Animal Husbandry

John W. Wuichet, salary 8 mos.....		1,200.00	
Expenses	400.00		

Poultry Husbandry

M. C. Kilpatrick, salary 8 mos.....		1,133.33	
Expenses	400.00		

Agriculture

J. S. Hine—no salary			100.00
Expenses			
Totals	\$ 3,771.66	\$ 8,466.66	\$ 1,265.00
Total for Project No. 3.....	\$13,503.32		

PROJECT No. 4—BOYS' AND GIRLS' CLUB WORK

W. H. Palmer, State Leader, salary.....		1,000.00	1,500.00
Expenses	800.00		
_____, Asst. State Leader in Girls' Club Work, salary	1,000.00		800.00
Expenses	550.00		
Clifford T. Conklin, Demonstrator, Animal Husbandry, salary	1,200.00		
Expenses	500.00		
3 Demonstrators, 3 mos. each.....	1,200.00		
Expenses	432.00		
4 Demonstrators, 10 wks. each.....	415.00	585.00	
Expenses	480.00		
4 Local Leaders, Club Work.....	600.00		
Blanche Wilson, Stenographer, salary.....	660.00		

	Smith-Lever		State	U. S. D. A.
	Federal	State	Not Offsetting	
<i>Transportation and Maintenance</i>				
150 Prize Winning Boys.....			2,250.00	
50 Prize Winning Girls.....			750.00	
Totals	\$ 7,837.00	\$ 1,585.00	\$ 3,000.00	\$ 2,300.00
Total for Project No. 4.....	\$14,722.00			

PROJECT No. 5—MOVABLE SCHOOLS

H. M. Call, Organizer, salary 6 mos....	960.00			
Expenses			300.00	
M. A. Batchell, salary 4 mos.....			733.33	
Expenses			160.00	
R. B. Cruickshank, salary 2 mos.....			366.67	
Expenses			80.00	
John W. Wuichet, salary 4 mos.....			600.00	
Expenses		82.00	78.00	
W. E. Hanger, salary 4 mos.....			666.67	
Expenses			160.00	
Instructor in Soil Fertility, salary 4 mos.	800.00			
Expenses	185.00		25.00	
Instructor in Farm Crops, salary 1 mo..	200.00			
Expenses			40.00	
M. C. Kilpatrick, salary 4 mos.....			566.67	
Expenses			160.00	
H. E. Eswine, salary		1,500.00		
Expenses		350.00	150.00	
Instructor in Dairying, salary 4 mos....	800.00			
Expenses			160.00	
Instructor in Animal Husbandry, salary 2 mos.	400.00			
Expenses			80.00	
Speakers for Farmers' Week, salary			400.00	
Expenses			500.00	
Totals	\$ 3,295.00	\$ 1,932.00	\$ 5,226.34	
Total for Project No. 5	\$10,453.34			

PROJECT No. 6—HOME ECONOMICS

Edna N. White, part salary (2000.)....		1,000.00		
Supervisor Home Economics				
Expenses	200.00			
Rhoda E. Dick, salary		1,560.00		
Expenses	400.00			
Treva Kauffman, salary		1,440.00		
Expenses	400.00			
Instructor, Home Economics, salary		1,380.00		
Expenses	400.00			
Maud Okey, salary		780.00		600.00
Expenses	400.00			
Florence Willison, salary 9 mos.		945.00		
Expenses	400.00			
Nan Sharples, salary		1,260.00		
Expenses	400.00			

	Smith-Lever		State Not Offsetting	U. S. D. A.
	Federal	State		
Hulda Horst, salary		1,200.00		
Expenses	400.00			
Mary Graber, salary		1,200.00		
Expenses	400.00			
Jessie Whitacre, salary		1,200.00		
Expenses	400.00			
Instructor, Home Economics, salary		1,080.00		
Expenses	400.00			
Instructor, Home Economics, salary 6 mos.	500.00			
Expenses	200.00			
Demonstrator, Child Welfare, salary....	250.00			
Expenses	100.00			
Marie Mather, Stenographer, salary.....	600.00			
Totals	\$ 5,850.00	\$13,045.00		\$ 600.00
Total for Project No. 6	\$19,495.00			

PROJECT NO. 7—EXTENSION WORK IN DAIRYING

Oscar Erf, part salary (\$3,000.00).....		500.00		
Supervisor of Cow Testing				
Expenses	200.00			
Ivan McKellip, salary		500.00		1,500.00
Expenses	800.00			
Cow Tester, ½ time	450.00			
Expenses	200.00			
Nora Peck, Stenographer, salary		900.00		
Totals	\$ 1,650.00	\$ 1,900.00		\$ 1,500.00
Total for Project No. 7	\$5,050.00			

PROJECT No. 8—DEMONSTRATIONS IN FARM MANAGEMENT

G. N. Dagger, salary		600.00		1,200.00
Expenses			700.00	
Demonstrator in Farm Management, salary	600.00			900.00
Expenses			600.00	
J. I. Falconer, salary 2 mos.	400.00			
Expenses			120.00	
Ethel Schramm, Stenographer, salary....			660.00	
Equipment			175.00	
Totals	\$ 1,000.00	\$ 600.00	\$ 2,255.00	\$ 2,100.00
Total for Project No. 8	\$5,955.00			

PROJECT No. 9—PUBLICATIONS AND CORRESPONDENCE COURSES

J. E. McClintock, ½ salary	\$1,500.00
Supervisor of Publications and Cor- respondence Courses	
Expenses	75.00

	Smith-Lever		State	U. S. D. A.
	Federal	State	Not Offsetting	
Assistant in Publications, salary			1,500.00	
Luella Searle, Stenographer, salary.....			720.00	
Martha Beach, Stenographer, salary.....			600.00	
Instructors, Grading C. C. Lessons			900.00	
Instructors, Writing C. C. Lessons			4,500.00	
Labor on Lessons			200.00	
Total			\$ 9,995.00	
Total for Project No. 9	\$9,995.00			

PROJECT No. 10—FARMERS' INSTITUTES

Personal Service

F. L. Allen, salary	\$2,500.00
Supervisor Farmers' Institutes	
Hannah Jones, Salary	1,200.00
Secretary Farmers' Institutes	
County Institutes	9,700.00
Per diem, 37 speakers	
440 two-day meetings	
Florence Willison, salary 3 mos.....	315.00
(Dec., Jan., Feb.)	
Special Speakers	1,000.00
State Round-up	446.00
Special Speaker, 6 mos., L. O. Lantis...	900.00
Supplementary Institute Speakers	1,500.00
Labor	300.00
Office Supplies	600.00
Postage	\$100.00
Stationery	300.00
Printing	200.00
Educational and Recreational Supplies...	300.00
Educational and Recreational Equipment	1,000.00

Transportation

Supervisor	500.00
County Institute Speakers	8,500.00
Supplementary Institute Speakers....	1,000.00
Special Speakers	500.00
Experiment Station Field Meet.....	350.00
Communication	300.00
Total	\$30,911.00
Amount to be lapsed	3,889.00
Total Appropriation	\$34,800.00

Grand Totals	\$56,853.66	\$46,853.66	\$75,891.34	\$15,400.00
All Funds used for Extension Work	\$194,998.66			

SALARY ROLL

1916-1917

	Total	Smith-Lever		State Not Offsetting	U. S. D. A.
		Federal	State		
Clark S. Wheeler	\$3,600.00	\$1,500.00	\$2,100.00		
J. E. McClintock	3,000.00		1,500.00	1,500.00	
O. M. Johnson	2,750.00		750.00		2,000.00
F. L. Allen	2,500.00			2,500.00	
Edna N. White (2000.)	1,000.00		1,000.00		
W. H. Palmer	2,500.00		1,000.00		1,500.00
Oscar Erf (3000.)	500.00		500.00		
Ivan McKellip	2,000.00		500.00		1,500.00
G. N. Dagger	1,800.00		600.00		1,200.00
G. B. Crane	1,800.00		1,800.00		
M. A. Bachtell	2,200.00		1,466.67	733.33	
R. B. Cruickshank	2,200.00		1,833.33	366.67	
W. E. Hanger	2,000.00		1,333.33	666.67	
H. E. Eswine	1,500.00		1,500.00		
Virgil Overholt	1,500.00		1,500.00		
M. C. Kilpatrick	1,700.00		1,133.33	566.67	
John W. Wuichet	1,800.00		1,200.00	600.00	
Clifford T. Conklin	1,200.00	1,200.00			
Rhoda E. Dick	1,560.00		1,560.00		
Treva Kauffman	1,440.00		1,440.00		
Instructor, Home Economics	1,380.00		1,380.00		
Maude Okey	1,380.00		780.00		600.00
Florence Willison	1,260.00		945.00	315.00	
Nan Sharples	1,260.00		1,260.00		
Hulda Horst	1,200.00		1,200.00		
Mary Graber	1,200.00		1,200.00		
Jessie Whitacre	1,200.00		1,200.00		
Instructor, Home Economics	1,080.00		1,080.00		
Asst. Leader Girls' Club Work	1,800.00	1,000.00			800.00
Asst. in Publications	1,500.00			1,500.00	
E. A. Brenneman	2,400.00	1,200.00		600.00	600.00
Milford Bartter	1,800.00	1,200.00			600.00
M. O. Bugby (600.)	1,200.00	600.00			600.00
George Eastwood (600.)	1,200.00	600.00			600.00
K. C. Egbert (600.)	1,200.00	900.00			300.00
D. W. Galehouse (600.)	1,200.00	900.00			300.00
Joseph Hershberger .. (450.)	1,200.00	900.00			300.00
H. P. Miller (700.)	1,800.00	1,200.00			600.00
E. J. Riggs (600.)	1,400.00	800.00			600.00
Stanley B. Stowe (600.)	1,200.00	900.00			300.00
M. C. Thomas	2,500.00	900.00		1,300.00	300.00
D. R. VanAtta (600.)	1,200.00	600.00			600.00
Stark County Agent	2,000.00	900.00		800.00	300.00
Cuyahoga County Agent	2,500.00	900.00		1,300.00	300.00
Clarke County Agent	2,000.00	900.00		800.00	300.00
Demonstrator in Farm Man- agement	1,500.00	600.00			900.00
Instructor in Home Econom- ics, 6 mos.	500.00	500.00			

	Total	Smith-Lever		State	U. S. D. A.
		Federal	State	Not Offsetting	
Demonstrator in Child Welfare	250.00	250.00			
Demonstrator, Soils, 2 mos...	400.00	400.00			
Demonstrator, Soils, 1 mo...	200.00	200.00			
Instructor, Soils, 4 mos.	800.00	800.00			
Instructor, Farm Crops, 1 mo.	200.00	200.00			
Instructor, Dairying, 4 mos...	800.00	800.00			
Instructor, Animal Husbandry, 2 mos.	400.00	400.00			
Howard Call, 6 mos.	960.00	960.00			
J. I. Falconer, 2 mos.	400.00	400.00			
Preparing Correspondence					
Course Lessons	4,500.00			4,500.00	
Grading Lessons	900.00			900.00	
8 County Agents to be appointed	8,700.00	8,400.00			300.00
Farmers' Week Speakers	400.00			400.00	
Hannah Jones	1,200.00			1,200.00	
Elizabeth Hopkins	720.00		720.00		
Luella Searle	720.00			720.00	
Nora Peck	900.00		900.00		
Helen Davis	660.00		660.00		
Margaret McMillan	780.00	780.00			
Martha Beach	600.00			600.00	
Blanche Wilson	660.00	660.00			
Ethel Schramm	660.00			660.00	
Marie Mather	600.00	600.00			
Edith A. Ray	600.00	600.00			
Stenographer, County Agent					
Leader	720.00		720.00		
Ada Taylor, ½ time	300.00	300.00			
J. A. Bond	720.00	720.00			
E. N. Fergus, ½ time	600.00			600.00	
Cow Tester, ½ time	450.00	450.00			
Clara E. Stegner	600.00		600.00		
Estelle I. Byrne	900.00			900.00	
Jessie Haible	480.00		480.00		
Robert B. Arzt	600.00		600.00		
Nellie Weimer	600.00		600.00		
3 Demonstrators, 3 mos. ea...	1,200.00	1,200.00			
4 Demonstrators, 10 wks., ea.	1,000.00	415.00	585.00		
Asst. County Agent Leader ..	1,200.00			1,200.00	
4 Local Leaders, Boys' and Girls' Club Work	600.00	600.00			
Specialist, Agricultural Engineering	1,200.00	35.00		1,165.00	
County Institute Speakers					
440 Two-day meetings...	9,700.00			9,700.00	
Special Speakers	1,000.00			1,000.00	
State Round-up	446.00			446.00	
Special Speakers, 6 mos.	900.00			900.00	

	Total	Smith-Lever		State Not Offsetting	U. S. D. A.
		Federal	State		
Supplementary Institute					
Speakers	1,500.00			1,500.00	
Totals	\$130,336.00	\$37,370.00	\$37,876.66	\$39,939.34	\$15,400.00

PERSONNEL

NAME	TITLE	RANK
Clark S. Wheeler	Director	Professor
J. E. McClintock	Supervisor Publications and Correspondence Courses	Professor
O. M. Johnson	County Agent Leader	Assistant Professor
F. L. Allen	Supervisor Farmers' Institutes and Extension Schools	Assistant Professor
Edna N. White	Supervisor Extension Work in Home Economics	Professor
W. H. Palmer	State Leader Boys' and Girls' Club Work	Assistant Professor
Oscar Erf	Supervisor Extension Work in Dairying	Professor
Ivan McKellip	Field Man in Cow Testing	Assistant Professor
G. N. Dagger	Farm Management Demonstrator	Instructor
George B. Crane	Secretary	Assistant Professor
M. A. Bachtell	Assistant Professor of Agricultural Chemistry	Assistant Professor
R. B. Cruickshank	Assistant Professor of Horticulture	Assistant Professor
W. E. Hanger	Assistant Professor of Farm Crops	Assistant Professor
H. E. Eswine	Instructor Public School Agriculture	Instructor
Virgil Overholt	Instructor in Agricultural Engineering	Instructor
M. C. Kilpatrick	Instructor, Poultry Husbandry	Instructor
John W. Wuichet	Instructor, Animal Husbandry	Instructor
Rhoda E. Dick	Instructor in Home Economics	Instructor
Treva Kauffman	Instructor in Home Economics	Instructor
	Instructor in Home Economics	Instructor
Maude Okey	Instructor in Home Economics	Instructor
Florence Willison	Instructor in Home Economics	Instructor
Nan Sharples	Instructor in Home Economics	Instructor
Hulda Horst	Instructor in Home Economics	Instructor
Mary Graber	Instructor in Home Economics	Instructor
Jessie Whitacre	Instructor in Home Economics	Instructor
	Instructor in Home Economics	Instructor
	Assistant Leader Girls' Club Work	Instructor
	Assistant in Publications	Instructor
Clifford T. Conklin	Instructor, Animal Husbandry	Instructor
Howard Call	Assistant in Extension Schools	Instructor
J. I. Falconer	Assistant in Farm Management Demonstrations	Instructor
E. A. Brenneman	County Agent, Montgomery County	
Milford Bartter	County Agent, Geauga County	
M. O. Bugby	County Agent, Trumbull County	
George R. Eastwood	County Agent, Miami County	
K. C. Egbert	County Agent, Sandusky County	
D. W. Galehouse	County Agent, Mahoning County	

NAME	TITLE	RANK
Joseph Hershberger	County Agent, Highland County	
H. P. Miller	County Agent, Portage County	
E. J. Riggs	County Agent, Washington County	
Stanley B. Stowe	County Agent, Clermont County	
M. C. Thomas	County Agent, Marion County	
D. R. VanAtta	County Agent, Hamilton County	
Hannah Jones	Secretary Farmers' Institutes	
Elizabeth Hopkins	Stenographer	
Luella Searle	Stenographer	
Nora Peck	Stenographer	
Helen Davis	Stenographer	
Margaret McMillan	Stenographer	
Martha Beach	Stenographer	
Blanche Wilson	Stenographer	
Ethel Schramm	Stenographer	
Marie Mather	Stenographer	
Edith A. Ray	Stenographer	
Ada Taylor	Stenographer	
J. A. Bond	Janitor	
Clara Stegner	Stenographer—Washington County	
Estelle I. Byrne	Stenographer—Montgomery County	
Jessie Haible	Stenographer—Trumbull County	
Robert B. Arzt	Stenographer—Hamilton County	
Nellie Weimer	Stenographer—Mahoning County	
Bertha A. Davis	Stenographer	

The amounts in parenthesis at the left of total column should be added to the amounts in this column to give the whole salary.

The amounts in parenthesis are furnished from funds as follows:

Edna N. White	\$2,000.00	The Ohio State University
Oscar Erf	3,000.00	The Ohio State University
M. O. Bugby	600.00	Ohio Agricultural Experiment Station
George Eastwood	600.00	Ohio Agricultural Experiment Station
D. W. Galehouse	600.00	Ohio Agricultural Experiment Station
E. J. Riggs	600.00	Ohio Agricultural Experiment Station
Stanley B. Stowe	600.00	Ohio Agricultural Experiment Station
D. R. VanAtta	600.00	Ohio Agricultural Experiment Station
K. C. Egbert	600.00	Sandusky County Improvement Association
Joseph Hershberger	450.00	Highland County Improvement Association
H. P. Miller	700.00	Portage County Improvement Association

MAINTENANCE

1916-1917

	Smith-Lever		State Not Offsetting	U. S. D. A.
<i>Project No. 1</i>	Federal	State		
Office Supplies—				
Small Printing	\$1,950.00		\$ 550.00	
Central Office Stationery, etc.			750.00	
Correspondence Course Supplies....			2,000.00	
Postage	400.00		500.00	
Photographs			200.00	
Express and Freight	500.00			
Communication	200.00			
Equipment—				
Educational and Recreational	500.00		1,000.00	
Office	1,200.00			
Labor			500.00	
Printing and Distribution of Publications—				
Printing Bulletins	2,500.00			
Labor			250.00	
Cuts			400.00	
<i>Project No. 8</i>				
Equipment			175.00	
<i>Project No. 9</i>				
Labor on C. C. Lessons			200.00	
<i>Project No. 10</i>				
Office Supplies			600.00	
Educational and Recreational Supplies...			300.00	
Educational and Recreational Equipment			1,000.00	
Communication			300.00	
Labor			300.00	
Transportation—				
Project No. 1	500.00		500.00	
Project No. 2		8,545.00	5,200.00	
Project No. 3	3,136.66		100.00	
Project No. 4	2,762.00		2,000.00	
Project No. 5	135.00	432.00	1,893.00	
Project No. 6	4,500.00			
Project No. 7	1,200.00			
Project No. 8			1,420.00	
Project No. 9			75.00	
Project No. 10			10,850.00	
Total Maintenance	\$19,483.66	\$8,977.00	\$32,063.00	

18. Three additional assistants were authorized at \$700.00 each—one in the Department of Physics and two in the Department of Chemistry. The matter of a third assistant in Chemistry was deferred for later consideration.

19. The President presented the plan for financing the proposed Faculty Club House, and also the Architect's sketches for the proposed building.

Action on these plans was deferred until actual bids for the construction of the building are received, said bids to be submitted to the Board of Trustees for consideration.

20. Upon the recommendation of the President, the following distribution of the Equipment Fund was made, in accordance with the report of the Committee of the Administrative Council:

COLLEGE OF AGRICULTURE

Agricultural Chemistry and Soils.....	\$ 1,200.00
Agricultural Engineering	800.00
Animal Husbandry	1,000.00
Botany	1,000.00
Dairying	600.00
Farm Crops	400.00
Farm Operations	600.00
Forestry	400.00
Home Economics	500.00
Horticulture	1,000.00
Rural Economics	200.00
Zoology and Entomology	1,000.00
Lake Laboratory	200.00
	<hr/>
	\$ 8,900.00

COLLEGE OF ARTS, PHILOSOPHY AND SCIENCE

American History	\$161.00
Biblical History and Literature ..	150.00
English	150.00
European History	469.00
Geological Museum	500.00
Geology	400.00
German	235.00
Greek	150.00
Latin	85.00
Philosophy	50.00
Romance Languages	150.00
	<hr/>
	\$2,500.00

COLLEGE OF EDUCATION

Art	950.00
History of Education	120.00
Manual Training	750.00
Principles of Education	80.00
Psychology	2,000.00
School Administration	100.00
	<hr/>
	\$4,000.00

COLLEGE OF ENGINEERING

Architecture	\$ 500.00
Chemistry	1,000.00
Ceramic Engineering	500.00

Civil Engineering	2,000.00
Electrical Engineering	2,000.00
Engineering Drawing	150.00
Industrial Arts	750.00
Mathematics	150.00
Mechanical Engineering	2,000.00
Mechanics	100.00
Metallurgy	1,500.00
Mine Engineering	100.00
Mineralogy	200.00
Physics	600.00
Optometry	200.00
Experiment Station	1,000.00
	<hr/>
	\$12,750.00

COLLEGE OF MEDICINE

Anatomy	1,200.00
Physiology, Physiological Chemistry and Pharmacology	2,300.00
Bacteriology	1,000.00
Pathology	1,000.00
Public Health and Sanitation	500.00
Ophthalmology and Oto-Laryngology	400.00
Obstetrics	300.00
Dispensaries (Park St. and State St.)..	1,200.00
Hospitals (Protestant and St. Francis) {	1,300.00
	800.00
	<hr/>
	\$10,000.00
COLLEGE OF COMMERCE AND JOURNALISM ..	250.00
COLLEGE OF HOMEOPATHIC MEDICINE	1,000.00
COLLEGE OF VETERINARY MEDICINE	1,850.00
LIBRARY	1,000.00

SUMMARY

College of Agriculture	\$ 8,900.00
College of Arts, Philosophy and Science..	2,500.00
College of Commerce and Journalism	250.00
College of Education	4,000.00
College of Engineering	12,750.00
College of Homeopathic Medicine	1,000.00
College of Medicine.....	10,000.00
College of Veterinary Medicine	1,850.00
Library	1,000.00
	<hr/>
Total	\$42,250.00

21. Upon the recommendation of the President, the following appropriations were made for equipment for the President's Division, Administrative Division and the Physical Plant:

PRESIDENT'S DIVISION

Military Science and Tactics	\$ 75.00
Physical Education	450.00
Library—Books and Binding	25,000.00
Equipment—Buildings—General	5,000.00
	<hr/>
	\$30,525.00

ADMINISTRATIVE DIVISION

University Architect's Office	200.00
	<hr/>
	\$ 200.00

PHYSICAL PLANT

Roads and Grounds	250.00
Heating and Ventilating—State Street Property	3,000.00
Change Amphitheatre—St. Francis Hospital	1,740.00
Floors and Partitions—Amphitheatre...	2,500.00
Cadaver Room—Park Street Building...	1,780.00
Tunnel—Neil Avenue to Homeopathic Hospital	5,880.00
Tunnel—Neil Avenue to Home Economics Building	1,000.00
Tunnel—Robinson Laboratory to Shops Building	3,840.00
Electric Cable	4,000.00
Walks	5,420.00
Roads	10,966.00
Hot Water Extension	8,000.00
Fire Protection	1,800.00
Water Filter and Pump—Gymnasium...	1,155.00
	<hr/>
	\$51,331.00

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The Chairman and the Secretary of the Board were authorized to call for bids and award the contract for coal to be supplied to the University for the year ending June 30, 1917.

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Upon the recommendation of the President, \$1,200.00 was appropriated from unappropriated funds to Betterment of Roads and Grounds, to cover certain planting.

* * * * *

Upon the recommendation of the President, \$284.00 was appropriated to cover the salary of Miss Mary Farmer,

Stenographer in the office of the Business Manager, for the period from January 12 to June 30, 1916, at \$50.00 per month.

* * * * *

The Secretary reported the following expenditures from the Rotary Fund for the salaries of certain employees in the department of Journalism-Printing and the Homeopathic Hospital, for the year ending June 30, 1916, and the same were approved:

Journalism-Printing	\$3,443.02
Homeopathic Hospital	660.00
* * * * *	

Upon the recommendation of the President, it was ordered that all unencumbered balances remaining on the books June 30, 1916, be cancelled, it being understood that this order is not to include the Rotary, Gifts or Oxley Hall funds.

Upon the recommendation of the President, appropriations were authorized to cover approved expenditures for certain departments, in accordance with the statement submitted by the Secretary.

It was ordered that a statement of the above cancellations and appropriations as made on June 30, 1916, be appended to the minutes of this meeting.

* * * * *

The following resolution was presented and adopted:

"RESOLVED, That the interest on the endowment fund and all other income of the University for the year ending June 30, 1917, not otherwise appropriated, be and the same are hereby appropriated for its support and maintenance."

* * * * *

Thereupon the Board adjourned to meet July 10-11, 1916, at the University, at 2:30 P. M. Monday.

Attest: CARL E. STEEB,
Secretary.

JULIUS F. STONE,
Chairman.

APPROPRIATIONS

TO COVER APPROVED EXPENDITURES

	Current Expense and		
	Salaries	Equipment	Total
<i>College of Agriculture</i>			
Animal Husbandry		\$509.01	\$509.01
Botany	\$47.50	96.01	143.51
Farm Crops		50.47	50.47
Forestry		54.09	54.09
Horticulture		1,588.05	1,588.05
Rural Economics		265.30	265.30
Lake Laboratory		71.18	71.18
Total College of Agriculture	\$47.50	\$ 2,634.11	\$ 2,681.61
<i>College of Arts, Philosophy and Science</i>			
American History		3.80	3.80
Bacteriology		60.71	60.71
Biblical History		1.98	1.98
Economics and Sociology		46.56	46.56
European History		23.61	23.61
Journalism		205.18	205.18
Physiology	25.00		25.00
Romance Languages		1.56	1.56
Total College of Arts, Philosophy and Science	\$25.00	\$343.40	\$368.40
<i>College of Dentistry</i>			
Total College of Dentistry.....		\$6.75	\$6.75
<i>College of Education</i>			
Art		61.73	61.73
Total College of Education		\$61.73	\$61.73
<i>College of Engineering</i>			
Civil Engineering		61.93	61.93
Electrical Engineering		122.69	122.69
Total College of Engineering		\$184.62	\$184.62
<i>College of Homeopathic Medicine</i>			
Homeopathic Hospital		390.02	390.02
Total College of Homeopathic Medicine		\$390.02	\$390.02
<i>College of Medicine</i>			
Anatomy05	.05
Hospital		76.69	76.69
Pathology and Bacteriology84	.84
Total College of Medicine		\$77.58	\$77.58

	Current Expense and		
	Salaries	Equipment	Total
<i>President's Division</i>			
College of Agriculture		14.69	14.69
College of Arts, Philosophy and Science..		13.78	13.78
College of Dentistry		10.36	10.36
College of Law		46.63	46.63
College of Medicine		109.07	109.07
College of Homeopathic Medicine		55.55	55.55
College of Veterinary Medicine		9.45	9.45
Graduate School		98.63	98.63
Library		2,451.16	2,451.16
Military Science and Tactics		125.02	125.02
Physical Education		496.37	496.37
Physical Education—Dr. Wingert		43.40	43.40
American Society for Advancement of Science		298.87	298.87
Total President's Division		\$3,772.98	\$3,772.98
<i>Administrative Division</i>			
Advertising		692.91	692.91
Business Manager's Office	284.00	338.15	622.15
Registrar's Office		461.73	461.73
University Architect		258.69	258.69
Total Administrative Division	\$284.00	\$1,751.48	\$2,035.48
<i>Physical Plant</i>			
Betterment of Roads and Grounds		946.09	946.09
Coal and Gas		3,731.75	3,731.75
Engineer's Office		133.90	133.90
Light, Heat and Power		2,924.10	2,924.10
Small Animal Building		826.69	826.69
Tunnel Botany Building to Medical Group		98.19	98.19
Water		60.00	60.00
Total Physical Plant		\$8,720.72	\$8,720.72
<i>General Store Room</i>			
General Store Room.....		11,156.41	11,156.41
Total General Store Room.....		\$11,156.41	\$11,156.41
APPROPRIATIONS FOR OUTSTANDING ORDERS			
Astronomy—Current Expense		223.42	223.42
Chemistry—Equipment		82.50	82.50
Rural Economics—Equipment		177.12	177.12
Library—Equipment		3,142.55	3,142.55
Mineralogy—Equipment		138.75	138.75
Physics—Equipment		1,037.85	1,037.85
Psychology—Equipment		297.50	297.50
Total		\$5,119.69	\$5,119.69

RECAPITULATION

	Current Expense and		
	Salaries	Equipment	Total
College of Agriculture.....	\$ 47.50	\$ 2,634.11	\$ 2,681.61
College of Arts, Philosophy & Science....	25.00	343.40	368.40
College of Dentistry.....		6.75	6.75
College of Education.....		61.73	61.73
College of Engineering.....		184.62	184.62
College of Homeopathic Medicine		390.02	390.02
College of Medicine.....		77.58	77.58
President's Division.....		3,772.98	3,772.98
Administrative Division.....	284.00	1,751.48	2,035.48
Physical Plant.....		8,720.72	8,720.72
General Store Room.....		11,156.41	11,156.41
Outstanding Orders.....		5,119.69	5,119.69
Total Appropriations.....	\$356.50	\$34,219.49	\$34,575.99

CANCELLATIONS

College of Agriculture

Agricultural Chemistry.....	200.00	203.57	403.57
Agricultural Engineering.....		63.97	63.97
Agronomy	3,100.00	470.68	3,570.68
Dairying	1,500.00	85.26	1,585.26
Farm Operations.....		708.41	708.41
Home Economics.....	550.00	139.28	689.28
Horticulture	221.14		221.14
Meteorology	250.00		250.00
Zoology and Entomology.....		35.66	35.66
Lake Laboratory.....	50.00		50.00
Winter Course.....	500.00	770.13	1,270.13
Total College of Agriculture.....	\$6,371.14	\$2,476.96	\$8,848.10

College of Arts, Philosophy and Science

American History.....	30.00		30.00
Economics and Sociology.....	100.02		100.02
English	600.00	82.85	682.85
European History.....	90.00		90.00
Geology		63.39	63.39
Geological Museum		99.55	99.55
German		102.98	102.98
Greek		6.62	6.62
Journalism	300.00		300.00
Latin		43.05	43.05
Philosophy		8.65	8.65
Physiology		107.80	107.80
Political Science.....		15.56	15.56
Total College of Arts, Philosophy & Science	\$1,120.02	\$530.45	\$1,650.47

College of Education

History and Philosophy of Education....		23.90	23.90
Manual Training.....		60.46	60.46

	Current Expense and		
	Salaries	Equipment	Total
Principles and Practice of Education.....	650.00	4.95	654.95
Psychology	150.00	511.94	661.94
School Administration.....	1,550.00	11.11	1,561.11
Total College of Education.....	\$2,350.00	\$612.36	\$2,962.36
<i>College of Engineering</i>			
Architecture		121.66	121.66
Astronomy		223.42	223.42
Ceramic Engineering.....		244.21	244.21
Chemistry	370.00	382.85	752.85
Electrical Engineering.....	13.85		13.85
Engineering Drawing.....	160.00	25.91	185.91
Industrial Arts.....		791.92	791.92
Mathematics		25.91	25.91
Mechanical Engineering.....		602.47	602.47
Mechanics		51.27	51.27
Metallurgy		37.02	37.02
Mineralogy		134.67	134.67
Mine Engineering.....		395.07	395.07
Physics	78.67	321.08	399.75
Total College of Engineering.....	\$622.52	\$3,357.46	\$3,979.98
<i>College of Homeopathic Medicine</i>			
Homeopathic Hospital.....	154.41		154.41
Homeopathic Medicine.....	100.00	427.57	527.57
Total College of Homeopathic Medicine	\$254.41	\$427.57	\$681.98
<i>College of Law</i>			
Law		2.00	2.00
Total College of Law.....		\$2.00	\$2.00
<i>College of Medicine</i>			
Chemistry Medicine.....		668.13	668.13
Dispensaries	802.35	1,659.98	2,462.33
District Nursing Association.....		300.00	300.00
Hospital	130.00		130.00
Medicine and Clinical Medicine.....	100.00	28.89	128.89
Obstetrics		315.30	315.30
Pathology and Bacteriology.....	225.00		225.00
Physiology-Medicine		97.41	97.41
Surgery		241.89	241.89
Surgical Specialties.....		13.02	13.02
Therapeutics	500.00	96.90	596.90
Total College of Medicine.....	\$1,757.35	\$3,421.52	\$5,178.87

		Current Expense and		
		Salaries	Equipment	Total
<i>College of Pharmacy</i>				
Pharmacy	\$70.00	\$833.45	\$903.45	
Total College of Pharmacy.....	\$70.00	\$833.45	\$903.45	
<i>College of Veterinary Medicine</i>				
Veterinary Medicine.....		12.39	12.39	
Total College of Veterinary Medicine		\$12.39	\$12.39	
<i>Graduate School</i>				
Graduate School.....	112.00		112.00	
Total Graduate School.....	\$112.00		\$112.00	
<i>Summer Session</i>				
Summer Session.....	325.00	75.66	400.66	
Total Summer Session.....	\$325.00	\$75.66	\$400.66	
<i>President's Division</i>				
Architecture-Photo		279.96	279.96	
College of Education.....		14.56	14.56	
College of Arts.....	166.77		166.77	
College of Engineering.....		12.15	12.15	
College of Pharmacy.....		24.50	24.50	
Engineering Course (Lectures).....		61.78	61.78	
Equipment of Buildings General.....		272.76	272.76	
Library	786.60		786.60	
Library Books and Binding.....		513.68	513.68	
Military Science.....	362.50		362.50	
Physical Education.....	807.50		807.50	
National Brick Makers Association.....		158.47	158.47	
Public Health and Sanitation.....		20.52	20.52	
Total President's Division.....	\$2,123.37	\$1,358.38	\$3,481.75	
<i>Administrative Division</i>				
Board of Publication.....		804.66	804.66	
Commencement Expense.....		2,850.46	2,850.46	
Dean of Women.....	30.00	13.62	43.62	
Entrance Board	20.40	212.94	233.34	
Incidentals		1,036.85	1,036.85	
Laboratory Supply Store.....	60.00		60.00	
Mailing Room.....		2,649.98	2,649.98	
President's Office	975.00	358.74	1,333.74	
Receiving Department		60.84	60.84	
Registrar's Office.....	280.00		280.00	
Stenographic and Clerical.....	656.54		656.54	
Trustees Expense.....		494.17	494.17	
University Architect.....	1,300.02		1,300.02	

	Current Expense and		Total
	Salaries	Equipment	
Virginia Military Lands.....		496.67	496.67
Total Administrative Division.....	\$3,821.96	\$8,978.93	\$12,800.89
<i>Physical Plant</i>			
Betterment of Buildings.....	89.46	255.24	344.80
Betterment of Roads and Grounds.....	174.11		174.11
Engineer's Office.....	330.00		330.00
Janitors	280.57		280.57
Laundry	363.75	354.56	718.31
Light, Heat and Power.....	86.74		86.74
Operation and Maintenance.....		195.93	195.93
Railway Switch to Robinson Laboratory...		13.14	13.14
Raise and Rebuild Boiler.....		22.46	22.46
Rewire Townshend Hall.....		19.99	19.99
State Street Building—Remodel.....		21.46	21.46
Table Lights Reading Room Library.....		242.57	242.57
Wood Working Machinery.....		149.32	149.32
Total Physical Plant.....	\$1,324.63	\$1,274.67	\$2,599.30
<i>Insurance and Contributions</i>			
Insurance		1,101.45	1,101.45
Contributions		3,080.00	3,080.00
Total Insurance and Contributions....		\$4,131.45	\$4,131.45
RECAPITULATION			
College of Agriculture.....	\$ 6,371.14	2,476.96	8,848.10
College of Arts, Philosophy and Science.	1,120.02	530.45	1,650.47
College of Education.....	2,350.00	612.36	2,962.36
College of Engineering.....	622.52	3,357.46	3,979.98
College of Homeopathic Medicine.....	254.41	427.57	681.98
College of Law.....		2.00	2.00
College of Medicine.....	1,757.35	3,421.52	5,178.87
College of Pharmacy.....	70.00	833.45	903.45
College of Veterinary Medicine.....		12.39	12.39
Graduate School.....	112.00		112.00
Summer Session.....	325.00	75.66	400.66
President's Division	2,123.37	1,358.38	3,481.75
Administrative Division.....	3,321.96	8,978.93	12,300.89
Physical Plant.....	1,324.63	1,274.67	2,599.30
Insurance and Contributions.....		4,131.45	4,131.45
Total Cancellations.....	\$19,752.40	\$27,493.25	\$47,245.65

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